

COUNTY OF SOLANO

BUILDING TRADES SUPERVISOR

DEFINITION

Supervises and directs the operations of the building maintenance section of the Sheriff's Department.

CLASS CHARACTERISTICS

This is a single position, line supervisory class in the Sheriff's Department with responsibility for maintaining and repairing County owned buildings and their support equipment assigned to the Sheriff's Department. The class is distinguished from Lieutenant-Corrections by the latter's overall responsibility for all sections within a detention facility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Chief Deputy Sheriff.

Exercises supervision over technical staff.

EXAMPLES OF DUTIES –*Duties may include but are not limited to the following:*

Directly supervises employees; interviews and recommends candidates for hire; provides instruction and training; plans, coordinates, assigns and reviews work activities; responds to employee issues and concerns; maintains work standards; evaluates performance and recommends evaluation outcomes.

Assigns, both orally and in writing, work to be performed in the maintenance and repair of buildings and support equipment and coordinates work with other departments; supervises and performs repairs to buildings and equipment including electrical and plumbing systems, locks, doors and security systems, windows, pneumatic tubing systems, electrical and gas kitchen equipment, institutional laundry systems, etc.; oversees the building of desks, cabinets and other special projects; oversees welding and fabrication.

Plans, designs and draws plans for repairs, alterations, and additions to County facilities making cost estimates as needed; inspects and supervises work done by both County maintenance employees and private contractors including the areas of electrical, plumbing, carpentry, masonry, security systems, glazing, painting, welding and fabricating.

Trains employees in various trade skills and safe work methods; interviews people to make recommendations on personnel actions.

Participates in a variety of inspections by the Fire Marshall and Board of Corrections, etc.

Oversees pest control for County buildings in consultation with other departments and pest control operators; receives and investigates complaints regarding building and equipment operation and directs necessary repairs.

Maintains work records and prepares operating reports; prepares work programs and budgets and maintains stocks of maintenance supplies; prepares specifications and estimates of cost of projects to be done by contractors; may be assigned additional administrative responsibilities.

Maintains professional knowledge in applicable areas and keeps abreast of changes in job-related rules, statutes, laws and new business trends; makes recommendations for the implementation of changes; reads and interprets professional literature; attends training programs, workshops and seminars as appropriate.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Extensive knowledge of the tools, materials, equipment and method used in the building trades, building codes and safety.

Public administration, including budgeting, program planning/ evaluation and supervision.

Skill to:

Operate office equipment including a personal computer, copy and fax machines and printers.

Ability to:

Draw plans for building remodeling and make cost estimates.

Plan, organize and direct building maintenance services.

Understand, interpret and explain regulations and policies governing building maintenance operations.

Develop and implement operational building maintenance procedures.

Make decisions and independent judgments.

Understand program objectives in relation to departmental goals and procedures; develop goals and objectives; collect and analyze data to establish needs, evaluate program effectiveness.

Prepare budgets, funding proposals and narrative and statistical reports; understand and analyze expenditure reports.

Supervise the work of others engaged in building and maintenance activity; interview people to hire, recommend personnel actions or to evaluate services; organize and prioritize work assignments; secure cooperation and teamwork among support staff; determine and evaluate levels of achievement and performance of both subordinates and private contractors.

Maintain accurate records and document actions taken.

Make routine arithmetical calculations.

Research regulations, procedures and technical reference materials relating to building maintenance.

Communicate effectively both verbally and in writing with people of diverse socio-economic backgrounds and temperaments; demonstrate tact and diplomacy.

Establish and maintain cooperative relationships with those contacted in the course of work.

EXPERIENCE AND EDUCATION/TRAINING

Experience:

Four years of progressively responsible building maintenance experience including extensive exposure to a wide variety of building maintenance methods, procedures and techniques.

Education/Training:

Vocational/technical course work in building trades, maintenance or a related field.

SPECIAL REQUIREMENTS

Possession of, or ability to obtain, a valid Class C California driver's license may be required.

SUPPLEMENTAL INFORMATION

Independent travel will be required.

Incumbents must be able to perform basically sedentary work that may include lifting objects weighing between 50 and 100 pounds on occasion.

ADA COMPLIANCE

Physical Ability: Requires regular and at times sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, prolonged standing, stooping, kneeling, crouching, crawling, and lifting, carrying, pushing or pulling of moderately heavy objects and materials.

Sensory Requirements: Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with job-related objects, materials, tasks or people.

Environmental Factors: Requires the ability to work under conditions where exposure to environmental factors poses a moderate risk of moderate injury or illness.

Director of Human Resources

Established Date: August 1994

Revised Date: November 2002

Revised Date: May 2003

BOS Date: June 30, 2003

I:\Classification\Class Specs\ParaProf specs\Building Trades Supervisor.doc