

COUNTY OF SOLANO

FACILITIES OPERATIONS SUPERVISOR

Rev. 7/08

DEFINITION

Under general direction, plans, supervises and coordinates the activities or staff engaged in the daily operations and maintenance of an assigned County facility or program; serves as a member of the division's management/supervisory team.

DISTINGUISHING CHARACTERISTICS

This is a first line supervisory class responsible for the work unit engaged in the operations and maintenance of County owned buildings and support equipment. Depending on the division this may include heating, air conditioning, ventilating, refrigerating, electrical, plumbing, carpentry or maintenance of airport facilities, airport grounds and equipment and enforcing airport rules and regulations. This class is distinguished from the division manager level by the latter's responsibility for the overall operation of the assigned County facility.

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

Depending on assignment, coordinates work to be performed in the maintenance and repair of buildings and support equipment, including heating, ventilating, air conditioning, and refrigeration equipment or airport operations and security functions; coordinates work with other departments; studies work schedules and estimates time requirements for completion of job assignments; establishes work procedures to meet work schedules using a knowledge of capacities of machines and equipment; interprets specifications, blueprints and explains job orders to subordinates; receives and investigates complaints and determines appropriate corrective action.

Trains or provides training for employees in various trade skills and safe work methods; interprets County policies to subordinates and enforces safety regulations to subordinates; analyzes and resolves work problems; recommends personnel actions such as promotions, transfers, discharges, new hires, disciplinary measures and performance evaluations of subordinates.

Maintains time and work distribution records and prepares operating reports; maintains stocks of maintenance supplies; recommends and implements measures to improve work methods, equipment performance and quality of work, and suggests changes in the working conditions and use of equipment to increase efficiency; prepares the section budget and analyzes variances from plan; may be assigned additional administrative responsibilities.

Prepares specifications and cost estimates for projects done by private contractors; inspects and supervises work done by both County staff and private contractors; ensures the County is in

compliance with applicable State/Federal laws and regulations and administrative/building codes and ordinances; oversees pest control for County buildings in consultation with other departments and pest control operators.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices of supervision and personnel administrations in the public sector.

Applicable federal, state and local laws, codes, rules, regulations, statutes and procedures.

Considerable knowledge of computerized work order/billing systems and of public administration including budgeting, program planning/evaluation and supervision.

Working knowledge of commercial owned equipment relating to building support and work environment.

Depending on assignment:

Extensive knowledge of maintenance and repair techniques for electrical and facilities operating systems; tools, parts and materials used in preventative maintenance and repair or replacement of mechanical and electrical operating systems; building codes; shop and field safety practices.

General knowledge of the theory and practice of testing and adjusting heating, ventilating, air conditioning and refrigeration systems; operating, maintaining and installing building support equipment such as chillers, boilers, pumps, control systems, fire alarm systems, and devices; engineering standards and regulations relating to building support systems; control systems and devices; services and supply sources.

Considerable knowledge of principles and practices of airport operations; Federal Aviation Administration rules and regulation as they apply to airport use and operations; airport security and emergency response requirements; facility management and maintenance.

Skill to:

Drive a motor vehicle

Ability to:

Develop, identify and analyze problems and implement operational changes; make decisions and independent judgments; communicate effectively both verbally and in writing; communicate effectively with people of diverse socioeconomic backgrounds and temperament; establish and maintain cooperation and teamwork among support staff; interview and recommend personnel actions; determine and evaluate levels of achievement and performance of both subordinates and private

contractors; recognize and respect limit of authority and responsibility; work effectively with others who have objectives counter to assigned roles; demonstrate tact and diplomacy.

Understand and analyze expenditure reports; prepare budgets, narrative and statistical reports; collect and analyze data to establish/identify needs and evaluate program effectiveness; maintain accurate records and document actions taken; determine the appropriate course of action in emergency or stressful situations; understand program objectives in relation to departmental goals and procedures; draw logical conclusions and make appropriate recommendations; project consequences of decisions; develop goals and objectives.

Depending on assignment:

Plan, organize and direct the work of the Facilities Operations division; understand, interpret and explain regulations and policies governing HVAC/R engineering and building maintenance operations; prepare plans and specifications, including design of HVAC systems, and make cost estimates using complex mathematical calculations; develop and implement individually, through subordinates or private contractors, operational building and maintenance procedures; work closely with the County Architect's office in planning of building modifications and repairs to develop scope of work or design strategy and review of contractor documents to determine suitability or appropriations of specified components, fixtures, and/or equipment; meet and communicate clearly with department users, professional design consultants in defining problems regarding performance deficiencies or equipment failure, and in determining design of operational solutions.

Plan, coordinate, supervise and evaluate diversified airport operations involving airport users, the public, governmental agencies and County departments; interpret and apply Federal, State and local laws and rules regarding aviation operations'

EDUCATION AND/OR EXPERIENCE

Experience:

Varies depending on assignment:

Facilities: Three years of maintenance experience for a large multi-facility complex specifically maintaining and repairing building and/or HVAC/R systems.

Airport: Three years maintenance experience in building and grounds, of which two years must include experience involving the operation, maintenance, or security of a comparably sized airport facility.

Education:

High school diploma or GED.

SPECIAL REQUIREMENTS

Possession of a valid Class C California driver's license may be required.

SUPPLEMENTAL INFORMATION

Independent travel may be required.

Incumbents must be able to perform basically sedentary work but may be required to perform manual labor associated with building construction and maintenance tasks which may include lifting objects weighing up to 100 pounds. Working with a full range of body movements involving reaching, bending, grasping, climbing and working around equipment under high pressure and extreme temperature ranges.

Depending on assignment, candidates for some positions in this class may be required to pass a background investigation in accordance with applicable law, regulation and/or policy.

Depending on assignment, incumbents may be required to work outside normal business hours.

Incumbents may work outdoors in all types of weather conditions and may also be required to work in or around hazardous and adverse conditions.

Donald W. Turko
Director of Human Resources

Established Date: June 2005
BOS Date: June 28, 2005
CSC Date: July 9, 2008