

## **Facilities Supervisor**

### **JOB FAMILY DEFINITION**

This classification falls within the Facilities Analysis Job Family encompassing a range of work in which incumbents are responsible for providing analytical and advanced technical support to facilities functions including capital and facilities planning, construction, and associated funding; real estate acquisition, disposition, leasing, and licensing; and operational analysis such as safety and health. In addition, this classification may also provide supervision to incumbents within the Facilities Project Management Job Family. This class specification represents the type and level of work performed recognizing that specific work assignments may differ from one unit to another and from one incumbent to another.

### **CLASS SUMMARY**

This is a professional level supervisory class. Incumbents, as assigned, are responsible for providing day-to-day supervision for three or more Judicial Council project management and/or facilities analysis staff, including a minimum of two exempt-level staff, and may supervise other staff as assigned. Incumbents are responsible for the overall management and successful completion of projects within their assigned area, ensuring execution within the scope and expectations of the Judicial Council.

### **DISTINGUISHING CHARACTERISTICS**

The Facilities Supervisor class is distinguished from other classifications in the Facilities Project Management and Facilities Analysis Job Families in that it supervises two or more exempt-level Judicial Council staff, and may supervise other staff as assigned. Supervision includes participation in, and/or implementation of, hiring and disciplinary decisions. Incumbents are designated by the organization as subject matter experts in a professional discipline such as real estate, facilities planning, environmental health and safety, risk management, architecture, engineering, or construction management. In addition, an incumbent may formally represent the organization during negotiations.

An incumbent in this position exercises considerable independent judgment in establishing policies, procedures, and standards.

### **EXAMPLES OF ESSENTIAL DUTIES** *(The duties listed are illustrative only and represent the core areas of responsibilities; specific position assignments will vary depending on business needs.)*

- Supervises the day-to-day activities of project management and/or facilities analysis programs; recommends and implements operating policies and practices; develops, recommends, and implements work processes and sets standards.
- Plans, organizes, assigns, supervises, reviews, and evaluates the work of assigned staff.
- Recommends selection of staff; provides for training and development; conducts performance evaluations and administers discipline, as required.
- Collaborates with stakeholders to ensure a high level of customer service.
- Assists and supports management in implementing the goals, vision, and strategic direction of the office.

- Represents the work unit to customers, other agencies, and external technical experts; collaborates with executive stakeholders.
- Monitors project budgets and coaches project managers on project financing.
- Participates in the development, review, and adoption of statewide design standards.
- Negotiates program and policy services agreements with authorities and agents outside the organization.
- Advises and directs staff on appropriate use of contracts, legal notices, terminology, and construction documents.
- Supervises capital and facilities maintenance projects, performing as a project manager and/or delegating one or more tasks such as, but not limited to, project procurement, site selection consultation, design and construction, quality assurance, financials, environmental assessment, facilities planning, health and safety, real estate acquisition, portfolio management, risk management, and close-out activities.
- Prepares, reviews, and edits complex reports, plans, and specifications; finalizes and approves documents and presentations; makes presentations to Judicial Council and judicial branch leadership.
- Develops and prepares meeting content; organizes and conducts meetings.
- Performs other duties of a similar nature and level as assigned.

**EXAMPLES OF POSITION SPECIFIC RESPONSIBILITIES** *(Illustrative Only)*

Responsibilities across incumbents in this classification are covered in the “Examples of Essential Duties” list. While incumbents assigned to this classification may access, maintain or use function-specific tools and/or perform specific project management, facilities analysis, and supervisory tasks aligned with one work unit, the general description of the work tasks involved in this class do not vary significantly and therefore no position specific duties are noted.

**MINIMUM QUALIFICATION**

**EDUCATION AND EXPERIENCE**

Bachelor’s degree, preferably in architecture, civil engineering or construction management and five (5) years of construction project management or facilities management experience which includes one (1) year of prior supervisory experience; and ability to travel. Additional directly related experience and/or education may be substituted on a year-for-year basis.

OR

Two years as a Project Manager or Senior Facilities Analyst with the Judicial Council of California or two years of experience performing the duties of a class comparable in the level of responsibility to that of a Project Manager or Senior Facilities Analyst in a California state entity and a) completion of training courses on topics related to effective supervision within 6 months of promotion; or b) one year of previous supervisory experience.

**LICENSING AND CERTIFICATIONS**

- Valid driver’s license, as assigned

**KNOWLEDGE OF**

- Applicable federal, state, and local laws, codes, regulations, and/or ordinances;
- Supervisory principles, practices, and techniques;
- Business methods, principles, and practices;

- Modern budget development and administration including bond programming/financial due diligence;
- Appropriate use of contracts, legal notices, terminology, and construction documents with an expertise sufficient to effectively direct others;
- Principles and practices of conflict resolution and negotiation;
- Principles and techniques of real estate transactions, real estate economics, and real property management;
- Principles and techniques of institutional facility design and space planning;
- Principles and techniques of environmental assessment, hazardous waste management and disposal;
- Principles and techniques of workplace safety and industrial hygiene;
- Project management principles, practices, and methods;
- Engineering construction principles, methods, practices, and techniques;
- Construction delivery methods such as, but not limited to, Design Bid Build or Construction Manager At Risk, and associated administration;
- Architectural plans, engineering diagrams, and reports;
- Building systems, including, but not limited to, structural, mechanical, electrical, information technology, audio-visual and security;
- Modern procurement;
- Cost estimating for construction, professional services, and permitting;
- Quality assurance practices and methods;
- Best practices and emerging technologies;
- Mathematical concepts;
- Safe work practices and methods;
- Applicable work rules and policies; and
- Applicable business equipment and desktop applications.

### **SKILL IN**

- Interpreting and applying applicable laws, codes, regulations, and standards;
- Supervising, monitoring, training, and evaluating staff;
- Coordinating deadlines, prioritizing competing demands, and assigning work;
- Organizing and monitoring multiple work activities to meet critical deadlines;
- Providing conflict resolution;
- Exercising political acumen, tact, and diplomacy with internal and external stakeholders and clients;
- Providing critical thinking;
- Negotiating program and policy services agreements with authorities and agents outside the organization;
- Developing and implementing goals, objectives, policies, procedures, and work standards with broad applications agency-wide;
- Overseeing the development of contract language and conditions;
- Overseeing quality assurance activities for construction projects;
- Providing project management, organization, and logistics;
- Reading and interpreting architectural and engineering plans and specifications;
- Understanding and applying construction and engineering terminology;
- Managing bond programs and budgets;
- Developing scopes of work;

- Estimating project costs and time requirements;
- Managing procurement processes;
- Providing negotiation and conflict resolution;
- Preparing and delivering formal presentations;
- Performing mathematical calculations;
- Applying safe work practices;
- Utilizing a computer, relevant software applications, and/or other equipment as assigned;
- Effectively communicating; and
- Maintaining effective working relationships with colleagues, customers, and the public.

### **WORKING CONDITIONS, ADA AND OTHER REQUIREMENTS**

The Judicial Council is an equal opportunity employer. The Judicial Council will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.

Positions in this class typically require: sitting, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

**Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Incumbents generally work in a typical office environment with adequate light and temperature. There may be occasional exposure to extreme temperatures, fumes, noxious odors, dust, mist, gases, poor ventilation, underground/confined/restricted workspace, loud noise, and external heights more than five stories above ground level.

**Please Note:** *The Judicial Council classifies work based on organizational need. The distinguishing characteristics, essential duties and minimum qualifications described in this specification relate to the body of work required and not to the attributes of an incumbent assigned to perform the work.*