

COURT BUILDING SUPERVISOR

DEFINITION

Under direction, performs a variety of facilities management, space management, repair and maintenance, contract oversight, and day-to-day oversight of custodial operations; performs related work as assigned.

CLASS CHARACTERISTICS

In court-owned buildings and/or directly leased buildings, incumbents are responsible for facility maintenance and repair activities, managing space assignments, planning and directing moves, planning and design of work stations, outlining project studies, overseeing custodial operations and other related responsibilities. This classification may provide either direct supervision of custodial staff or oversight of a custodial contract.

EXAMPLES OF DUTIES (*illustrative only*)

- Acts as liaison between various state agencies and/or building owners and local building management on facility space and maintenance issues.
- Recommends appropriate facilities expansion or consolidation strategies.
- Assists AOC and/or the Courts in selecting and overseeing facility management-related contractors and consultants.
- Works closely with CHP and security personnel regarding all building issues affecting or impacting court security.
- Plans, assigns, supervises, trains and evaluates the work of custodians providing full janitorial services for the court building.
- Represents the Courts in the assessment, development and management of service level criteria for any facility-related program, such as: long-term janitorial needs, space alteration requests, preventive maintenance needs and repairs, and recommends cost-effective strategies.
- Evaluates safety hazards, major repair requests, equipment needs, and security issues directly related to the building for effective solutions and makes recommendations/monitors as appropriate.
- Conducts required safety inspections and routinely tests or validates all equipment and fire alarms are tested to ensure proper functioning and compliance with applicable codes/laws.
- Oversees all building permit and legal compliance programs, coordinating with AOC Environmental, Health & Safety subject matter experts when necessary.

- Coordinates activities for all building-related work to ensure contractors and consultants are able to perform their work without interruptions to the Court, or to each other.
- Confers with management and AOC to identify, submit requests to correct facility problems.
- Receives and evaluates suggestions and handles complaints regarding general building maintenance services and facility services and issues. Initiates and monitors necessary work orders or correspondence related to building repairs and/or maintenance. Works closely with AOC Quality Performance Team(s).
- Assists with the layout and design of interior space for new office build outs and renovation of existing space to comply with functional requirements of the organization.
- Coordinates moves and relocation of staff, including site readiness.
- Resolves move and other space-related issues.
- Maintains files and/or database of office and workstation assignments/configurations; maintains files/plans of building and all specifications relating to building, equipment, etc.
- Provides assistance in budget tracking and projections related to facility and janitorial issues.
- Monitors and safeguards all janitorial and building-related supplies and materials; tracks usage and effectiveness of supplies.
- Represents the Court on panels, boards and groups that deal directly with facility management programs.

WORKING CONDITIONS

- Must be available to work evening and weekend hours.
- Required to travel statewide as necessary.
- Required to wear specified safety equipment.

QUALIFICATIONS

Knowledge of:

- Principles and practices of facility operations, maintenance, and repair management.
- Principles and practices of employee supervision, including selection, work planning, coaching, performance review and evaluation, and employee training and discipline.
- Principles and techniques of project management, including schedule management and analysis.
- Principles and practices of space analysis and planning.
- Principles and practices of contract management.
- Standard safety and safe work practices.

- Building trades
- Building, fire and life safety codes.
- Security, emergency response and coordination, safety and Americans with Disability Act.
- Basic budgeting, research, cost analysis, cost management, inventory control and accounting.
- The design, layout, and assembly of systems furniture.
- The operation of personal computers and the use of specified computer applications, such as word processing, spreadsheets, databases, and project management.
- Principles and techniques of preparing effective oral presentations.
- Principles and techniques of preparing a variety of effective written materials.

Ability to:

- Plan, manage, and execute multiple projects.
- Plan, organize, supervise, coach, review and evaluate the work of others.
- Analyze existing space needs for reconfiguration to meet needs.
- Plan, oversee and evaluate the work of contractors, subcontractors, and others.
- Manage and monitor contractor's work, costs, and progress.
- Perform inspections, identifying maintenance and repair needs.
- Analyze and monitor project budgets and implement cost controls.
- Estimate necessary supplies and materials needed; establish inventory controls and benchmarks for supplies and materials.
- Read and interpret building/construction plans and documents, including assembly instructions.
- Organize own work, set priorities, and meet critical deadlines.
- Operate personal computers and use specified computer applications, such as word processing, spreadsheets, databases, and project management.
- Communicate effectively in English, orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Develop effective work teams and motivate others to meet stated goals and objectives; provide customer services in the most effective and efficient manner.
- Use tact and discretion in dealing with those contacted in the course of the work.
- Exercise maturity, integrity, and good judgment in the work place at all times.

Licenses and Certificates:

A valid California driver's license.

Education and Experience:

Equivalent to graduation from high school and five years of experience in maintenance, facilities operations, crafts and trades, or construction project management, of which at least one year must have been at the supervisory level (full supervisor responsibilities to include planning, assigning, supervising, training, and evaluating the work of others).

An Associate's or Bachelor's degree in engineering, architecture, interior design, planning, industrial engineering, or drafting (computer-aided drawing) may be substituted for two years of the required experience.

OR

Two years of experience as an Assistant Court Building Supervisor with the judicial branch