

ASSISTANT COURT BUILDING SUPERVISOR

DEFINITION

Under general supervision, assists with performing a variety of facilities management, space management, repair and maintenance, and contract oversight; performs day-to-day custodian work; performs related work as assigned.

CLASS CHARACTERISTICS

In court-owned buildings and/or directly leased buildings, incumbents are responsible for assisting with facility maintenance and repair activities, managing space assignments, planning and directing moves, planning and design of work stations, outlining project studies, and other related responsibilities. This class is distinguished from the Court Building Supervisor in that incumbents in this classification assume full day-to-day custodian workloads, and may be responsible for serving in a lead capacity, reviewing the work of an assigned staff of custodians, and may assist with providing oversight of a custodial contract.

EXAMPLES OF DUTIES (*illustrative only*)

- Provides lead direction, training, and work review; organizes and assigns work, sets priorities, and follows up to ensure coordination and completion of assigned work.
- Provides input into selection, evaluation, discipline, and other personnel matters.
- In the absence of the Building Supervisor, acts as liaison between various state agencies and/or building owners and local building management on facility space and maintenance issues.
- May recommend appropriate facilities expansion or consolidation strategies.
- May be asked to assist the AOC and/or the Courts in selecting and overseeing facility management-related contractors and consultants in the absence of the Building Supervisor.
- Works closely with CHP and security personnel regarding all building issues affecting or impacting court security.
- May represent the Court in the assessment, development and management of service-level criteria for any facility-related program, such as space alternation requests, preventive maintenance needs and repairs, and recommends cost-effective strategies.
- May assist with evaluating safety hazards, major repair requests, equipment needs, and security issues directly related to the building for effective solutions; may be asked for recommendations and to monitor for compliance as appropriate.

- Confers with management and AOC to identify issues and submit requests to correct facility problems.
- May assist 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.
- May coordinate moves and relocation of staff, including site readiness.
- May assist with resolving move and other space-related issues.
- May provide assistance in budget tracking and projections related to facility and janitorial issues.
- Assists with monitoring and safeguarding all janitorial and building-related supplies and materials; assists with tracking usage and effectiveness of supplies.
- May represent the Court on panels, boards and groups that deal directly with facility management programs.
- Cleans offices, chambers, court rooms, conference rooms, libraries, and other court occupied space, including dusting, emptying trash cans, sweeping, mopping, vacuuming, scrubbing and waxing floors, and polishing desks, railings, and elevator railings.
- Cleans and disinfects restrooms and hallways.
- Responds to cleaning requests from court staff members; takes appropriate action.
- Moves office furniture and furnishings as requested.
- Replaces and cleans fluorescent lighting and air conditioning vents.
- Cleans interior windows and venetian blinds; vacuums drapes.
- Spot cleans and shampoos carpets; operates machinery to strip and wax floors.
- Performs minor building and equipment repair and maintenance such as painting, checking and cleaning exterior building drains, replacing pads and brushes on cleaning equipment, etc.; assembles furniture and equipment (such as shelving).
- May be required to use vehicle to pick up and/or deliver small quantities of cleaning and other related supplies and moving office equipment and furniture for the court.

WORKING CONDITIONS

- Must be available to work evening and weekend hours.
- May be 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 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.
- Methods, chemicals, disinfectant, and other materials used in janitorial work and routine building maintenance.
- Safe operation of a variety of cleaning equipment and tools.
- Basic office practices and procedures.

Ability to:

- Plan, manage, and execute multiple projects.
- As a lead worker, assist with planning, organizing, coaching, and reviewing 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.
- Work effectively in teams; 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.

- Understand and follow oral and written directions.
- Safely operate a variety of cleaning equipment and tools.
- Lift and move equipment, boxes, furniture, etc. weighing up to 50 pounds.
- Comply with health and safety codes.
- Organize own work, set priorities, and meet critical deadlines.
- Establish and maintain effective working relationships with those contacted in the course of the work

Licenses and Certificates:

A valid California driver's license.

Education and Experience:

Equivalent to graduation from high school and three years of experience in maintenance, facilities operations, crafts and trades, or construction project management. 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.