

Engineering Supervisor

JOB FAMILY DEFINITION

This classification falls within the Facilities Engineering Job Family encompassing a range of work in which incumbents are responsible for providing engineering oversight of Judicial Council and client facilities and equipment including design review, establishment of standards, quality assurance inspections, code compliance, safety compliance, preventative maintenance, fire and life safety compliance, and energy/resource management. 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 oversight to service providers and contractors for significant square footage of operational facility space in addition to providing day-to-day supervision of three or more Judicial Council staff, including a minimum of two exempt-level staff, engaged in facilities maintenance, inspection, plan review, code compliance, equipment failure analysis, engineering and design review.

DISTINGUISHING CHARACTERISTICS

The Engineering Supervisor class is distinguished from other classifications in the Facilities Engineering Job Family in that it supervises three or more Judicial Council staff, including a minimum of two exempt-level staff, and may supervise other staff and contractors as assigned. Supervision of staff includes participation in, and/or implementation of, hiring and disciplinary decisions. An incumbent in this position exercises considerable independent judgment in establishing policies, procedures, and standards and in the technical design review of facility modification projects statewide.

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 the statewide preventative maintenance program, including, but not limited to, code compliance, engineering design review, specification development for capital projects, major modifications, and/or major equipment purchases; strategizes program planning; develops, 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.
- Serves as project manager for complex statewide initiatives and preventative maintenance planning; manages complex contracts.
- Develops and recommends work processes, procedures, and adoption of new tools and work methods; writes, edits, and publishes process and procedure manuals.
- Manages preventative maintenance records and databases.

- Oversees technical engineering review of all facility modification projects, including design review of all capital construction programs and providing input on the operability, maintainability, and code compliance of these projects.
- Supervises and coordinates preventative maintenance emergency response.
- Performs cost benefit analysis and value engineering for technical solutions.
- Conducts site visits to verify work performed by contractor is in accordance with standards and contracts.
- Develops budgets, expenditure, and revenue projections.
- Researches industry standards, best practices, and emerging technologies.
- Prepares complex reports, plans, and specifications.
- Represents the Judicial Council at meetings related to assigned area.
- 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 engineering 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 QUALIFICATIONS

EDUCATION AND EXPERIENCE

Bachelor’s degree in building construction management, mechanical engineering or a directly related field, and five (5) years of facilities maintenance management and/or building engineering/construction experience, which includes one (1) year of supervisory experience. *An additional four years of professional experience as noted above may substitute for the bachelor’s degree. Or, additional directly related experience and/or education may be substituted on a year-for-year basis.*

OR

Two years as an Engineer or other level C43 class (with a professional Engineer or Architect license) 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 licensed Engineer in a California Superior Court or California state-level government agency 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

- Professional Engineer or Architect.
- Valid driver’s license as assigned.

KNOWLEDGE OF

- Applicable federal, state, and local laws, codes, regulations, and/or ordinances;
- Supervisory principles, practices, and techniques;
- Organizing, prioritizing, assigning and monitoring multiple work activities to meet critical deadlines;

- Business methods, principles, and practices;
- Principles and practices of conflict resolution and negotiation;
- Engineering construction principles, methods, practices, and techniques;
- Building systems and physical plant design and operability including, but not limited to, elevators, security, plumbing, HVAC, electrical/lighting systems and controls;
- Modern procurement practices and methods;
- Preventative maintenance principles, practices, and standards;
- Heating Ventilating and Air-Conditioning principles and design;
- Contract administration principles;
- Project management principles;
- Quality assurance principles;
- 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;
- Providing conflict resolution;
- Exercising political acumen, tact, and diplomacy with internal and external stakeholders and clients;
- Providing critical thinking;
- Developing and implementing preventative maintenance practices;
- Providing contract and procurement administration;
- Providing project management;
- Reading construction and engineering plans and drawings;
- Providing database administration and records management;
- Responding to technical inquiries and information requests;
- Analyzing and calculating engineering measurements and specifications;
- Preparing complex documents including, but not limited to, reports, plans, bids, specifications, and procedural manuals;
- Monitoring and researching industry trends, solutions, and best practices;
- 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, walking, reaching, standing, grasping, fingering, and repetitive motions, pushing, pulling, lifting, kneeling, crouching, crawling, stooping, seeing, hearing, and talking.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Incumbents generally work in a typical office environment with adequate light and temperature. Incumbents may occasionally be exposed to extreme temperatures, loud noise and external heights more than five stories above ground level. The Judicial Council will make all reasonable efforts to minimize the need for employees to travel by taking advantage of virtual conferencing tools as much as possible. However, positions in this class may require local and statewide travel as necessary. Some positions may require frequent travel, including overnight travel.

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.*