

FACILITIES SPECIALIST

Definition:

Under general supervision, plans, organizes, inspects and evaluates the work of a variety of building and facility related contractors to include custodial, electrical, roofing, structural and related trades contractors and performs related work as required.

Essential Duties and Responsibilities:

The essential duties and responsibilities of the class include the following:

Monitors the functions, services, contractual progress, expenditures and completion dates as related to Maintenance Services Department contractors.

Coordinates inspection activities with other departments/divisions, inspects facilities and work sites and approves payment for services performed.

Meets and confers with contractors and vendors on a variety of related matters to include quality and quantity of work, materials, equipment and safety procedures.

Drafts contracts and specifications and prepares bid packages and requests for proposals.

Records changes to the City's fixed asset listings.

Provides key issuance and control for all City buildings/offices.

Assists in the selection and evaluation of contractors and service levels.

Prepares a variety of correspondence, reports, work orders and bulletins.

Maintains a variety of work history and other files.

Enforces applicable safety regulations and City policies/regulations.

Assists in departmental budget preparation.

Monitors the budget for assigned areas to include the custodial budget and the building capital improvement budget.

Responds to call outs for resolution of custodial and facility contract problems and emergencies.

Negotiates and issues contract change orders.

Contacts vendors/suppliers to order work for various facility maintenance functions.

Operates a personal computer.

Drives a vehicle on City business.

Other Duties and Responsibilities:

Performs other tasks/projects as assigned.

Class Characteristics:

The Facilities Specialist is a single incumbent position within the Maintenance Services Department with direct responsibility for the monitoring and provision of a variety of services provided by contractors.

Contacts and Relationships:

The Facilities Specialist regularly interacts with contractors and their employees in the organization and inspection of contractual services provided to the City. Other contact is established and maintained with Maintenance Services Department staff and employees in other City departments.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this class are as follows:

Knowledge of:

Methods, practices, procedures, materials and equipment involved in custodial and other facility maintenance work.

Applicable health and safety codes/requirements.

Contract administration as it relates to area assigned.

Effective methods of making oral and written presentations.

Computer applications as they relate to areas assigned.

Methods of research, analysis and report writing as they relate to the position.

English usage, spelling, grammar and punctuation.

Basic math.

Ability to:

Handle multiple deadlines and multiple projects.

Make accurate mathematical calculations.

Provide direction to contractors.

Conduct effective and responsible research and analysis.

Establish and maintain effective relationships with those contacted in the course of work.

Use good judgment and make sound decisions in accordance with established procedures and policies.

Prepare and maintain records and logs of activity and compose correspondence.

Use a personal computer and applicable software.

Plan and organize work.

Physically inspect work sites.

Communicate effectively orally and in writing.

Read and write at the level required for successful job performance.

Understand and carry out oral and written directions independently.

A typical way to obtain the knowledge and abilities is as follows:

Education:

Graduation from high school, supplemented by two years of study at an accredited college or university, to include some course work in business or public administration or contract administration.

AND

Experience:

Three years of facility maintenance/custodial experience to include one year of lead or supervisory experience and some contract administration.

Physical Tasks and Working Conditions Include the Following:

Work is performed in an office environment and at various indoor and outdoor City facilities. In the office, work requires sitting for periods of time and using a computer keyboard and screen. When work is performed on site, the incumbent stands and walks on uneven and slippery surfaces and may be exposed to the elements. The incumbent drives a vehicle on City business, kneels, crouches, twists, climbs ladders and inclines, reaches, bends, crawls, pushes, pulls, grasps, lifts and carries items weighing 25 pounds or less. The incumbent may be exposed to grease/oil, fumes, dust and a wide variety of cleaning compounds and chemicals when performing custodial and facility inspections. The Facilities Specialist must be able to meet the physical requirements of the class and have mobility, vision, hearing and dexterity levels appropriate to the duties to be performed.

Special Requirements:

Valid and appropriate California driver's license and acceptable driving record at time of appointment and throughout employment in this position.

Must be able to work a flexible schedule to include call out to accommodate City needs.

Fair Labor Standards Act Designation: Non-exempt.

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