

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 designing workstations, 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 assigned staff, and may assist with providing oversight of contracted staff.

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 to management into all types of personnel matters such as selection, evaluation, and discipline, as assigned.
- In the absence of the Court Building Supervisor, acts as liaison between various state agencies and/or building owners and local building management on facility space and maintenance issues.
- Assists in recommending appropriate facilities expansion or consolidation strategies.
- 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 cost-effective strategy recommendations.
- Works with the court to assist in developing and implementing policies, procedures, and best practices for sustainability and energy efficiency programs.
- May assist the Judicial Council and/or the courts in selecting and overseeing facility management-related contractors and consultants.
- Works closely with the California Highway Patrol and security personnel regarding all building issues affecting or impacting court security.
- Assists with evaluating safety hazards, repair requests, equipment needs, and security issues directly related to the building for effective solutions; monitors as appropriate.

- Facilitates and/or participates in safety trainings; assists in ensuring completion of required trainings.
- Conducts regular walk-throughs of building and grounds to ensure integrity of structure, performs routine maintenance or contacts appropriate service provider, and ensures that access points are maintained appropriately (doors/gates/windows locked or unlocked).
- Confers with management and the Judicial Council to identify whether issues are self-repairing or if requests need to be submitted to correct facility problems.
- May assist with modifications of interior workspace and renovation of existing space; coordinates moves and relocation of staff, including site readiness; resolves move and other space-related issues.
- May assist in budgeting and projections related to facility and janitorial needs.
- Assists with monitoring and safeguarding all janitorial and building-related supplies and materials; assists with tracking usage and effectiveness of supplies.
- Assists with obtaining and maintaining Safety Data Sheets (SDSs) for all hazardous chemicals in the workplace, ensuring SDSs are readily accessible to employees.
- Cleans court-occupied spaces, including but not limited to courtrooms, chambers, libraries, and office spaces; empties trash cans, sweeps, mops, vacuums, scrubs, strips, and waxes floors, and polishes various surfaces; disinfects and sanitizes restrooms, break rooms, kitchen areas, and drinking fountains; restocks supplies.
- Responds to cleaning requests; takes appropriate action.
- Moves and/or assembles office furniture, equipment, and furnishings (such as shelving) as necessary.
- Replaces light bulbs and cleans fixtures as necessary; cleans air conditioning vents and replaces filters.
- Cleans windows and window coverings; vacuums drapes.
- Spot cleans, shampoos, and extracts carpets; operates machinery to strip and wax floors.
- Performs minor building and equipment repair and maintenance including but not limited to painting and replacing pads and brushes on cleaning equipment.
- Cleans and maintains assigned exterior areas, including parking spaces, exterior building drains, and water features; cleans exterior trash.
- May be required to use a vehicle to pick up and/or deliver small quantities of cleaning and other related supplies.

WORKING CONDITIONS

The California appellate courts are equal opportunity employers. The California appellate courts comply with obligations under the law to provide equal opportunities to qualified individuals with disabilities.

Heavy work: Incumbents generally work in an environment with adequate light and temperature. May occasionally exert up to 100 pounds of force, and/or 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. Positions in this class typically require sitting, walking, reaching, standing, climbing, grasping, repetitive motions, pushing, pulling, lifting, kneeling, crouching, crawling, stooping, seeing, hearing, and talking. There may be exposure to heights, fumes, noxious odors, dust, mist, gases, poor ventilation, confined/restricted working environments, and loud noise.

Must be available to work outside of normal business hours. Must wear specified personal protective equipment.

QUALIFICATIONS

Knowledge of:

- Basic supervisory practices and principles.
- Principles and practices of facility operations, maintenance, and repair management.
- Principles and practices of space analysis and planning, including design, layout, and assembly of systems furniture.
- Building trades including heating, ventilation, and air-conditioning; plumbing; and basic electrical principles.
- Principles and practices of work safety; requirements of the Occupational Safety and Health Administration (OSHA).
- Fire, life, safety, and security systems and procedures; emergency response and coordination.
- Principles and practices of contract and schedule management.
- Inventory control and management; basic research methods and cost analysis.
- Chemicals, disinfectants, and other materials used in janitorial work and routine building maintenance.
- Safe operation of a variety of cleaning equipment and tools.
- Simple arithmetic and differentiating between liquid and dry measures.
- The operation of personal computers and the use of specified computer applications.
- Principles and techniques of preparing a variety of effective written materials and oral presentations.

Ability to:

- Assist with planning, organizing, coaching, and reviewing the work of staff; assist in overseeing and evaluating the work of contractors, subcontractors, and others.
- Plan, manage, and execute multiple projects.
- Perform inspections, identifying maintenance and repair needs.
- Analyze existing space needs and make appropriate recommendations.
- Read and interpret building/construction plans and documents, including assembly instructions.

- Understand and comply with guidelines of the Americans with Disabilities Act.
- Comply with applicable building fire, life, and safety codes.
- Understand and comply with the requirements of OSHA.
- Safely operate a variety of cleaning equipment and tools.
- Follow proper safety protocols and procedures in the handling, storage, and disposal of various materials.
- Analyze and monitor project budgets and implement cost controls.
- Estimate necessary supplies and materials needed; establish inventory controls and benchmarks for supplies and materials.
- Operate personal computers and use specified computer applications.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Organize own work, set priorities, and meet critical deadlines.
- Communicate effectively, orally and in writing.

Licenses and Certificates:

A valid California driver's license.

Education and Experience:

Equivalent to graduation from high school and three (3) years of experience in maintenance, facilities operations, crafts and trades, or construction project management. *Additional directly related experience and/or education may be substituted on a year-for-year basis.*

OR

One (1) year of experience as a Supervising Custodian OR two (2) years of experience as a Lead Custodian OR three (3) years of experience as a Custodian with the judicial branch.