

## **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 designing workstations, outlining project studies, overseeing custodial operations, and other related responsibilities. This classification may provide either direct supervision of assigned staff and/or oversight of contracted staff.

### **EXAMPLES OF DUTIES** *(illustrative only)*

- Plans, assigns, supervises, trains, and evaluates the work of custodians providing full janitorial services for the court building and/or oversees contracted staff.
- 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.
- May represent the court 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 cost-effective strategy recommendations.
- Works with the court to develop and implement policies, procedures, and best practices for sustainability and energy efficiency programs.
- Assists the Judicial Council and/or the court in selecting and overseeing facility management-related contractors and consultants.
- Coordinates activities for building-related work to ensure contractors and consultants are able to perform their work without interruptions to the court or to each other.
- Oversees building permit and legal compliance programs, as assigned; coordinates with the Judicial Council's environmental and health and safety subject matter experts when necessary.
- Works closely with the California Highway Patrol and security personnel regarding all building issues affecting or impacting court security.
- Evaluates safety hazards, repair requests, equipment needs, and security issues directly related to the building for effective solutions and makes recommendations; monitors as appropriate.

- Facilitates fire, life, and safety equipment testing; ensures all equipment and fire alarms are tested for proper functioning and compliance with applicable codes/laws.
- Facilitates and/or participates in safety trainings; ensures 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).
- Performs building rounds and readings, regularly inspecting all physical areas of the building and systems, including heating, ventilation, and air-conditioning (HVAC), plumbing, electrical, and safety, to ensure basic operation and identify potential risks.
- Receives and evaluates building maintenance services and issues; 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.
- Initiates and monitors necessary work orders or correspondence related to building repairs and/or maintenance.
- Assists 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.
- Maintains records applicable to building maintenance issues, including blueprints, floor plans, documents from initial construction (as-built drawings and as-built specifications), files/plans of building, and all specifications relating to building, equipment, etc.
- Provides assistance in budgeting and projections related to facility and janitorial needs.
- Monitors and safeguards all janitorial and building-related supplies and materials; tracks usage and effectiveness of supplies.
- Obtains and maintains Safety Data Sheets (SDSs) for all hazardous chemicals in the workplace, ensuring SDSs are readily accessible to employees.

## **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, gasses, 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:**

- Principles and practices of employee supervision, including selection, work planning, coaching, performance review and evaluation, and employee training and discipline.
- Principles and practices of facility operations, maintenance, and repair management.
- Building automation systems and building management systems.
- Principles and practices of space analysis and planning, including design, layout, and assembly of systems furniture.
- Building trades including HVAC, plumbing, and basic electrical principles.
- Principles and practices of work safety; requirements of the Occupational Safety and Health Administration (OSHA).
- Lockout tagout (LOTO) practices and procedures.
- 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.
- The operation of personal computers, including data entry and the use of specified computer applications.
- Principles and techniques of preparing a variety of effective written materials and oral presentations.

### **Ability to:**

- Plan, organize, supervise, coach, review, and evaluate the work of staff; oversee and evaluate the work and progress of contractors, subcontractors, and others.
- Develop effective work teams and motivate others to meet stated goals and objectives.
- 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, including the ability to follow LOTO procedures.
- 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.
- Provide customer services in the most effective and efficient manner.
- 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 five (5) years of experience in maintenance, facilities operations, crafts and trades, or construction project management, of which at least one (1) year must have been at the supervisory level (full supervisor responsibilities to include planning, assigning, supervising, training, and evaluating the work of others). *Additional directly related experience and/or education may be substituted on a year-for-year basis.*

OR

One (1) year of experience as an Assistant Court Building Supervisor with the judicial branch.