



**Orange County Department of Education
Human Resources Department
Supervisory Class Specification**

**Class Code: 6057
Date Adopted: July 1, 2008**

**FLSA Status: Nonexempt
Union Representation: Unrepresented**

FACILITIES SERVICES SUPERVISOR

GENERAL PURPOSE

Under direction, plans, organizes, supervises, and participates in the work of personnel engaged in providing a variety of facilities support and operations services; plans, oversees, and carries out mailroom and warehouse operational activities; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Facilities Services Supervisor is responsible for supervising and participating in a variety of facilities maintenance and operational activities performed by OCDE personnel. The incumbent oversees and participates in delivery of OCDE mail and courier services and operations of the central warehouse facility. Duties and responsibilities are carried out within the framework of established policies, procedures, and guidelines.

Facilities Services Supervisor is distinguished from Operations Supervisor in that an incumbent in the latter class has overall responsibility for overseeing facilities and operational support services, staff, and resources, including OCDE's conference center.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Interviews, selects, organizes, supervises, coaches, and evaluates the performance and work of assigned staff; with staff, develop, establish, implement, and monitor work plans to achieve assigned goals and objectives; provides coaching for performance growth and improvement; subject to management concurrence, takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with OCDE's human resources policies and labor contract provisions.
2. Participates in developing, implementing, and evaluating work programs, plans, processes, systems, and procedures to achieve department/program and OCDE goals, objectives, and performance measures consistent with OCDE's quality and service expectations.
3. Plans, organizes, oversees, and participates in the work of facilities support staff engaged in providing varied facilities and equipment maintenance and repair services; reviews and prioritizes assigned work orders; meets with staff to review work requirements and assignments; monitors and inspects completion of work; oversees and participates in setup/breakdown of conference center rooms to meet customer requirements for size and type of event, including room and seating arrangements and audio-visual equipment needs; coordinates activities and projects with other maintenance personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)

4. Plans, organizes, supervises, and participates in mail room operations and the standard and courier delivery of mail, packages, and print production orders to OCDE locations; supervises and participates in sorting, preparing, processing, metering, picking up, delivering, and distributing U.S. mail, interdepartmental mail, and overnight mail and packages to all OCDE locations; using specialized software, scans and tracks the delivery of packages; ensures the timely delivery of high quality mail services consistent with customer requirements; prepares requests for postage meter replenishment and processes invoices for express mail services; confers with OCDE administrators and staff to plan, schedule, and coordinate high volume, time sensitive, and confidential mailings to ensure security and cost-effectiveness.
5. Oversees and directs central warehouse operations, including the delivery and storage of purchased supplies, materials, and equipment and the disposal of surplus inventory items.
6. Ensures OCDE's safety program and goals are implemented and carried out in assigned areas of responsibility; enforces compliance with all applicable environmental health laws, regulations, and guidelines.
7. Provides technical assistance to staff; instructs and provides for the training of staff in work methods, use of tools and equipment and relevant safety precautions; inspects and evaluates work being performed, identifies problem areas and directs remedial action.

OTHER DUTIES

1. Prepares and maintains a variety of records and reports, including accident reports, maintenance and repair requests, inventories, cost estimates, and hazardous materials reports.
2. Performs special projects as assigned.

QUALIFICATIONS

Knowledge of:

1. Basic methods and practices used in the maintenance, repair and operations of business and commercial buildings and properties, including large scale meeting room spaces.
2. Operations and care of mail equipment similar to that used by OCDE.
3. U.S. Postal Service standards and requirements for sorting mailing letters, parcels, and other materials.
4. Security methods, practices, and procedures applicable to mail services operations.
5. Principles and practices of sound business communication.
6. Federal, state, and local laws, regulations, and court decisions applicable to assigned areas of responsibility.
7. Basic research methods and data analysis techniques.
8. Basic principles and practices of public administration for budgeting, purchasing, and maintenance of public records.
9. Principles and practices of effective supervision.
10. OCDE human resources policies and procedures and labor contract provisions.

Ability to:

1. Plan, select, supervise, organize, train, coach, and evaluate assigned staff.
2. Plan, assign, manage, and coordinate assigned elements of a facilities maintenance and repair and operational support program, including mail services and warehouse operations.
3. Define issues, analyze problems, evaluate alternatives, and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules, and policies.

Ability to (cont.):

4. Understand, interpret, explain, and apply OCDE policies and state and federal laws and regulations applicable to OCDE programs.
5. Organize, set priorities, and exercise sound independent judgment within areas of responsibility.
6. Communicate clearly and effectively, both orally and in writing.
7. Prepare clear, concise, and comprehensive correspondence, reports, and other written materials.
8. Deal with sensitive and difficult situations.
9. Establish and maintain effective working relationships OCDE management, staff, contractors, vendors, suppliers, and others encountered in the course of work.
10. Demonstrate attendance sufficient to complete the duties of the position as required.

Education, Training, and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is an Associate's degree in a relevant field of study; and five years of increasingly responsible experience involving facilities maintenance and operations, mail services, and/or warehouse operations for a large, multi-site organization, at least two years of which were at a lead supervisory level; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid California Class C driver's license and the ability to maintain insurability under OCDE's vehicle insurance policy.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to use hands to stand, walk, and sit; talk or hear, both in person or by telephone; use hands to finger, handle, or feel objects or controls and drive a vehicle; reach with hands and arms to at or above shoulder level; bend, stoop, push, pull, grasp, squat, kneel, twist, crawl, climb, and balance to access materials or equipment, and lift up to 100 pounds from ground, waist, and chest level. Travel over uneven terrain that may include gravel or dirt, carry materials on stairs; some locations may have stairs and will not have elevators.

Specific vision abilities required by this job include close vision, distance vision, depth perception, color vision, and the ability to adjust focus.

Must pass a pre-employment physical examination related to job duties/assignments and in accordance with relevant codes and regulations.

Mental Demands

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information, and documents; analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information and skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines; and interact with OCDE management, site administrators, staff and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee occasionally works in outside weather conditions, near moving mechanical parts, and is exposed to wet and/or humid conditions. The employee may occasionally be exposed to fumes or airborne particles, toxic, or caustic chemicals, and risk of electrical shock. The noise level in the work environment is occasionally loud.