

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED FEBRUARY 2012
SALARY SCHEDULE: #85
CLASSIFIED MANAGEMENT
CODE: 2, 3, 7, 8, 9**

**BUILDING SUPERVISOR
(Facilities and Property Management Services)**

DEFINITION

Under direction of the Manager of Facilities and Property Management, to direct skilled work in general and specialized maintenance on the air conditioning, emergency power, plumbing, fire safety, water, security, and electrical systems at the City Centre, Larry E. Reider building, Southeast Services Center, Access Center, Learning Center and various other sites.

To supervise employees performing routine maintenance work and event scheduling;

to test or arrange for testing of accelerometers (earthquake stress meters), elevators, fire systems and backflow prevention systems;

to perform semi-skilled and skilled duties in other maintenance trade areas;

to monitor and correct problems by computer (from residence during off duty hours) the Energy Management System for Larry E. Reider building, Southeast Services Center and City Centre buildings;

to do other related work as required.

EXAMPLES OF DUTIES

Inspect and direct the repair of the air conditioning and heating units at the City Centre, Larry E. Reider building, Southeast Services Center, Access Center, Learning Center and various other sites, and maintain files and records on work performed;

assist with energy management assessments at all KCSOS sites;

coordinate all maintenance work for City Centre Building, Larry E. Reider building, Southeast Services Center, Access Center and various other sites (electrical, plumbing, furniture);

assist with building contracts for building systems installed by outside vendors and inspects work done;

may install, calibrate and maintain electronic and pneumatic thermostats and controls for air conditioning and heating systems;

facilitate the cleaning and maintenance of cooling tower;

facilitate the changing of air conditioning filters;

contact vendors and handle bids for foam roof and for fire sprinkler systems;

coordinate and supervise installation and repair of security systems;

coordinate all moves for City Centre, Larry E. Reider building, Access Center and various other sites (electrical, phones, and furniture);

make changes, via Energy Management System, to the air conditioning system at Richardson Center;

respond to trouble calls for air conditioning and heating systems, plumbing and other maintenance problems at the Larry E. Reider building, City Centre, Southeast Services Center, Access Center, and various other sites, both during work hours and on an "on-call" basis after hours;

facilitate and arrange for preventive maintenance on all systems listed above;

maintain a variety of operational records;

coordinate and direct the work of others;

other duties as assigned.

QUALIFICATIONS

Knowledge of:

Methods, materials, tools and equipment used in the maintenance and repair of refrigeration, ventilation, heating, air conditioning, security, fire alarm, plumbing, and electrical systems;

building codes, policies, regulations and guidelines pertaining to all systems listed above;

safe working methods and procedures.

Ability to:

Inspect and maintain all systems listed above;

lift up to 50 pounds;

work from blueprints, shop drawings, sketches, manuals, and diagrams;

plan and coordinate the work of others;

accurately estimate labor and material costs;

maintain simple records and prepare complete and concise reports;

understand and carry out oral and written directions;

establish and maintain cooperative working relationships.

Experience:

Three (3) years' experience as a Maintenance Worker I or II, Lead Custodian, AC/Heating Mechanic I or II, or equivalent.

Education:

Equivalent to the completion of the twelfth grade, supplemented by professional air conditioning training.

Conditions of employment:

A preplacement medical assessment/health screening, at office expense, is a condition of appointment after all other required job conditions have been met.

Some positions may require proof of privately owned automobile insurance and possess a valid California Motor Vehicle operator's license.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of one year.

TS: gs

9/27/16

G:\Building Supervisor.doc