



SUPERIOR COURT OF CALIFORNIA, COUNTY OF RIVERSIDE
invites applications for the position of:

Facilities Supervisor

An Equal Opportunity Employer

SALARY: \$29.41 - \$38.33 Hourly

OPENING DATE: 04/25/17

CLOSING DATE: 05/09/17 11:59 PM

DEFINITION AND CLASS CHARACTERISTICS:

Open until filled. Interviews are tentatively scheduled for Tuesday, May 16, 2017.

Under general direction, supervises the assigned operations of the court facility division (s)/region(s) as assigned. Ensures facility services are provided for all court facilities throughout the county in an efficient and timely manner. Uses discretion and independent judgment when supervising various specialized processes. Has full supervisor authority and responsibility.

ESSENTIAL DUTIES:

Duties may include, but are not limited to, the following:

- Performs all aspects of general supervisory duties including, but not limited to participating in the recruiting process of new employees, training employees on work procedures, approving time off requests, evaluating employees' work performance by providing regular and timely feedback, and conducting effective scheduled performance evaluations within established guidelines; sets challenging yet achievable goals tailored for each staff member.
- Ensures staff clearly understands their responsibilities, level of authority, quality assurance practices for all facility functions, and the expectations in maintaining acceptable performance levels for all assigned facility related functions.
- Familiarity with labor agreements, court policies and rules, OSHA and ADA regulations and other pertinent laws and guidelines.
- Proposes and implements procedures and work processes for the assigned region and maintains performance and standards; makes recommendations for improvements.
- Ensures proper prioritization and scheduling of work for facility related products and services in both the Court's work order program and the AOC's CAFM program; establishes work flow and cross training within assigned sections; conducts regular assessments of workflow and practices to evaluate region's effectiveness; ensures high quality service to meet the needs of the organization and takes the appropriate action when any deficiencies are revealed.
- Responsible for assigning work orders in CAFM program; checking completed work orders for required elements (cost, documentation, etc.); close out work orders in timely manner.
- Conducts regular regional staff meetings.
- Manage, plan and coordinate special projects as assigned; works collaboratively with court staff, judicial officers, management, Administrative Office of the Courts, County of Riverside and others.
- Manages facility requests and tracks and documents activities to include development of related forms and protocols; coordinates judicial moves; plans and coordinates facility maintenance/management projects with judicial officers and executive management staff;

performs oversight of maintenance for court facilities through subordinate staff.

- Ensures office or when applicable, in-home, ergonomic assessments are completed by subordinate staff. Assures compliance based on state/federal guidelines and internal policy. Ensures timely and appropriate reports are provided as required by the court's Human Resources Division.
- Approves leave time based on the operational needs of the region, considering overall division impact, and accurately prepares, reviews and reports employee time to payroll within established deadlines.
- Coaches and counsels staff regarding undesirable actions or behaviors that are cause for or can lead to disciplinary action; takes corrective actions before behaviors become disciplinary issues including but not limited to providing verbal reminders and warnings as well as written directives or corrective memorandums as needed; prepares and issues disciplinary recommendations and attends required disciplinary employee meetings; collaboratively works with Employee and Labor Relations Analyst in managing employee disciplines and workplace investigations.
- Monitors relevant rules and policies as they relate to facilities maintenance/management and determines the effect on current processes and procedures; resolves technical and procedural problems; responds to complex and difficult procedural questions related to assigned region.
- Prepares and maintains required statistical and narrative reports (including monthly production numbers for the region, performance numbers for the team and individual reports for staff) related to the activity and work of the assigned region; provides input into the development of the budget for the assigned region.
- Oversees effective utilization of space, administration, supplies and equipment of the unit; oversees and ensures appropriate record keeping of operational activities such as building key logs, filing folders, forms, and automated record keeping procedures.
- May be required to assist in facility emergencies after hours.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Option I:

Education: High School diploma or GED

Experience: Three years of experience in facilities maintenance or equivalent related functions AND two years in a lead or supervisory role. Familiarity with OSHA and ADA guidelines is required. Knowledge of SAP and CAFM (computer aided facility management) a plus.

Option II:

Education: Bachelor's degree from an accredited college in Facilities Management or a closely related field.

Experience: One year experience in facilities maintenance AND two years of lead or supervisory experience. Familiarity with OSHA and ADA guidelines is required. Knowledge of SAP and CAFM (computer aided facility management) a plus.

Substitution for Education: Graduation from Riverside Superior Court's Workforce Development program can be substituted for up to two years of education.

Knowledge of: Principles and practices of facility management, storekeeping methods; inventory control, customer service; safety issues related to the physical handling of furniture or larger items including but not limited to small power tools; requires knowledge and skill in the use of hand and power tools required to perform minor repairs and facility modifications; proper use, methods, and application of tools utilized in the maintenance trade; knowledge of the hazards and safety precautions related to facility repairs and handling of small power tools and equipment. Knowledge as well as experience with minor carpentry, facility remodeling, and other minor repairs. Principles and practices of supervision; assigning or scheduling work; performance evaluations processes, delegation, time management, and employee recognition methods and practices; general techniques of team leadership; understanding of codes and statutes, local rules, procedures and legal terminology related to facility maintenance; use and

operation of automated system software and office automation equipment utilized in the court. A strong working knowledge of Microsoft Word and Excel, to prepare documents, reports and create spreadsheets; using formulas is a required skill for this position.

Ability to: Accurately maintain routine records and create reports; perform simple calculations; read and follow written and verbal instructions, use warehousing tools and equipment; safely operate a motor vehicle; use a personal computer; maintain effective working relationships with court staff. Maintain effective and positive customer-focused relationships with those encountered during the course of work; demonstrate appropriate customer service skills; supervise the court's recycling plans and other facility related policies and procedures; plan, organize and supervise the work of others; provide developmental feedback; identify program and staffing needs; coordinate team activities and projects; follow through on issues, concerns, and projects; effectively utilize internal and external resources; initiate and implement procedural changes; give clear verbal and written instructions; apply specialized knowledge and understanding of codes, rules, terms and procedures related to facility management functions and processes; assess the need for revision of existing policies and procedures or development of new ones; research and compile workload information; prepare clear and concise factual reports; support new and existing court policies, projects and programs; develop appropriate solutions to resolve staff or operating problems; work in an environment that includes frequent interruptions and requires attention to multiple tasks simultaneously; respect limit of authority. Ability to keyboard at a rate that is sufficient to accomplish the duties of the job.

Special Requirement: This position requires a valid California Driver License to perform the essential functions of the job. Incumbents are required to meet the Court's guidelines as established within the Court Vehicle Policy. Failure to meet the requirements may lead to immediate termination.

OTHER INFORMATION:

Physical Demands: Strength, dexterity, coordination and vision to use a keyboard and video display terminal for long periods of time. Hearing and speaking ability to communicate clearly on the telephone, to staff and management and at a public counter. Dexterity and coordination to handle case files and actively participate in file room functions such as standing or walking for long periods at a time, pulling, shifting and occasionally lifting of objects weighing up to 50 lbs. such as files, stacks/boxes of papers, reference and other materials. Moving from place to place within an office or file room; ability to reach for items above and below desk level.

Work Environment: Work is generally performed within an office environment but at times may require visits to a warehouse environment with limited exposure to conditions such as dust, fumes, odors, and noise. Work consists of long periods of sitting at a desk. Daily use of a desktop computer and printer and other office equipment, such as phone, fax, and copier. Driving to other court locations countywide using a court vehicle or at times use of own vehicle. Frequent interaction with court administrators, staff, judicial officers, vendors, and other justice partners.

Selection Procedures: The examination may consist of an evaluation, a written-pass/fail and oral – 100%. All applications and submitted reference materials will be reviewed. The evaluation will be conducted to review the candidate's qualifications for the minimum qualifications for the position. Those qualified may be invited to participate in the examination process. A written exam assesses a candidate's knowledge, skills and abilities for the position; candidates must obtain a minimum passing score of 70%. The Riverside Superior Court of California reserves the right to modify the above stated examination components and / or weights. Should this be necessary, candidates will be notified of the specific examination components and weights prior to the administration of any examination. The selected candidate will be subjected to a pre-employment background check, including live scan fingerprinting and physical. Notice of time and place of the examination will be emailed. In compliance with the Immigration Reform and Control Act of 1986, the Riverside Superior Court of California requires that all new employees

provide documentation to establish both work authorization and identity. The Riverside Superior Court of California conforms to State and Federal obligations to make reasonable accommodation for applicants and employees with disabilities. The Human Resources Department asks that it be advised of special needs at least five days prior to the first test part so that a reasonable accommodation may be made. The provisions of this bulletin do not constitute an express or implied contract.

Clarifying Statement: This job description will be reviewed periodically and responsibilities may change with business necessity. This job description is not intended and should not be construed as an exhaustive list of all responsibilities, skills, or working conditions associated with this job.

Unit: SEIU

FLSA Status: Non-Exempt

Reports to: Facilities Manager

Amount of Travel Required: 35-45%

Work Schedule: M – F 8 hrs. per day

Positions Supervised: Facilities Assistant; Facilities Maintenance I/II; Custodians

Pay Scale ID / Level: FACSUPV/11

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.riverside.courts.ca.gov>

Job #17FACSUPV - 01
 FACILITIES SUPERVISOR
 KM

OUR OFFICE IS LOCATED AT:
 P.O. BOX 1547
 Riverside, CA 92502-1547
 (951) 777-3017
hr@riverside.courts.ca.gov

An Equal Opportunity Employer

Facilities Supervisor Supplemental Questionnaire

- * 1. The information you provide will be used to rate your qualifications for the position. Résumés will not be accepted in lieu of completing these questions. Please provide concise, descriptive, and detailed information when answering the question. If you do not have experience, please write "NONE". NOTE: 'See résumé', 'See above', or copy and paste of your résumé are not considered qualifying responses and will not be scored. By selecting yes below, you acknowledge that you have read and understood this application requirement.
 - Yes
 - No
- * 2. Which option qualifies you for this position?
 - Option I: High School diploma or GED and three years of experience in facilities maintenance or equivalent related functions AND two years in a lead or supervisory role.
 - Option II: Bachelor's degree from an accredited college in Facilities Management or a closely related field AND one year experience in facilities maintenance AND two years of lead or supervisory experience.
 - None of the above
- * 3. **Specialized Experience:** This position requires two years in a lead or supervisory role. I understand that by answering the following questions, I am attesting that I have read the experience requirements above and have the required specialized experience.
 - a. I have the required specialized experience and will be answering the following questions.

- b. I do not have the required specialized experience and will not be answering the following questions.
- * 4. How many years of supervisory experience do you have?
- Less than one year
 - One - two years
 - Three - four years
 - Five - six years
 - Seven - eight years
 - Nine or more years
- * 5. How many years of experience do you have in facilities management?
- Less than one year
 - One year
 - Two years
 - Three years
 - Four or more years
- * 6. Describe your facilities management experience as it relates to the previous question in detail. If none, indicate none. Specify the employer, department, position held and dates when describing experience. If your experience is court specific, please indicate it.
- * 7. Please describe your experience in assigning and distributing work. Include the following information for each position held relating to the above experience: From (mo/yr) - To (mo/yr), Employer Name, Job Title, Department
- * 8. Please describe your experience in the training of subordinates. Include the following information for each position held relating to the above experience: From (mo/yr) - To (mo/yr), Employer Name, Job Title, Department
- * 9. Please describe any experience coaching and mentoring staff. If none, indicate none. Include the following information for each position held relating to the above experience: From (mo/yr) - To (mo/yr), Employer Name, Job Title, and department.
- * 10. Which of the following best describes your level of proficiency with Computerized Facility Management systems?
- None
 - Beginner
 - Intermediate
 - Advanced
- * 11. If you selected beginner, intermediate or advanced in the previous question, please list the Computerized Facility Management system(s) utilized. If you selected none, indicate none.
12. Which of the following best describes your level of proficiency with MS Office?

- None
- Beginner
- Intermediate
- Advanced

* Required Question