

## CONTRA COSTA COUNTY OFFICE OF EDUCATION

### CLASS TITLE: FACILITIES PROJECT SPECIALIST

**RANGE: 25**

#### **BASIC FUNCTION:**

Under the direction of Director General Services prepare plans and specifications for construction bid projects; review yearly site maintenance agreements and recommend changes and upgrades; assist in development of Five-Year Deferred Maintenance Plan and report to Director of General Services; perform a variety of skilled activities in maintenance and repair of County Office facilities, utilities and equipment including tasks in electrical work, plumbing, carpentry, HVAC, landscaping and painting.

#### **DISTINGUISHING CHARACTERISTICS:**

The Facilities Project Specialist prepares plans and specifications for construction bid projects. Review site maintenance agreements yearly and report recommended changes or upgrades. Assist in the development of Five Year Deferred Maintenance Plan and report to Director. Incumbent works independently in the maintenance trades and performs semi-skilled activities in the maintenance and repair of County Office facilities, utilities and equipment. Incumbent will assist Supervisor on construction / repair projects.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Prepare plans and specification for capital improvement projects.

Assist Director in the development of Five-Year Deferred Maintenance Plan.

Identify and prepare Scope of Work / Bid Specifications for Five-Year Deferred Maintenance Projects.

Perform project construction management monitoring for work performed by outside contractors.

Review site maintenance agreements on a yearly basis and report recommended changes or up grades.

Perform a variety of skilled activities in the maintenance and repair of County Office facilities, utilities and equipment including tasks in electrical work, plumbing, carpentry, HVAC, landscaping and painting; assure facilities are maintained in safe and proper operating condition.

Repair minor electrical equipment and systems; install and replace light fixtures, ballasts, switch and other electrical accessories.

Repair and install structures of wood or related materials such as doors, partitions, counters, cabinets, shelving and furniture; repair and replace hardware; maintain drywall; repair floors, walls, ceilings and roofs as assigned.

Replace, maintain and repair faucets, drinking fountains, toilets, urinals, sinks, valves, pumps and other plumbing components and fixtures; inspect and repair leaks, obstructions and general system failures.

Oversee contracted repairs of heating, ventilation and air conditioning systems and equipment; make routine adjustments and perform preventive maintenance; diagnose malfunctions and determine repair needs.

Pick up, move, transport, deliver, assemble and arrange various furniture, materials and equipment; load and unload equipment and supplies.

Operate and maintain a variety of equipment such as drills, saws, sanders, grinders and various plumbing equipment and hand and power tools; drive a vehicle to conduct work.

Apply paint or other protective or decorative material to a variety of surfaces as assigned; prepare surfaces for painting; paint over graffiti as needed.

Monitor inventory levels of maintenance supplies and equipment; order, receive and maintain adequate inventory levels of maintenance supplies and equipment.

Maintain various records related to work orders, projects, cost estimates and assigned activities.

Maintain routine records related to assigned activities; maintain record retrieval and retention system as directed.

Check generators and HVAC system chemicals to assure proper functioning.

Assist with Custodial, Warehouse, Maintenance II activities as needed.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Methods, materials, tools, terminology and equipment used in the building maintenance trades including electrical work, plumbing, carpentry, HVAC and painting.

Proper methods of storing equipment, materials and supplies.

Requirements of maintaining facilities, utilities and equipment in good repair.

Operation of a wide variety of hand and power tools and equipment.

Shop math applicable to the building trades.

Applicable building codes, ordinances, fire regulations and safety precautions.

Preventive maintenance principles and practices.

Health and safety regulations and procedures.

Record-keeping techniques.

Proper oral and written communication skills.

Proper lifting techniques.

Blueprints, plans and specifications.

Contract language and maintenance agreements.

**ABILITY TO:**

Create contract language to prepare bids and specifications for a wide variety of projects including asphalt overlay/slurry seals, HVAC, roofing, painting, plumbing and electrical repairs/replacements.

Perform a variety of skilled activities in the maintenance and repair of County Office facilities, utilities and equipment including tasks in electrical work, plumbing, carpentry, HVAC, landscaping and painting.

Operate a wide variety of hand and power tools and equipment related to the building trades.

Organize and lay out work.

Inspect, troubleshoot, diagnose, maintain, repair and replace a variety of parts and equipment.

Work independently from sketches, diagrams, blueprints, plans and specifications.

Work independently with little direction.

Estimate material, equipment and supply needs.

Observe and maintain health and safety regulations.

Maintain records related to work performed.

Interpret, apply and explain applicable building codes, ordinances, fire regulations and safety precautions.

Understand and follow written and oral instructions.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school, completion of an approved apprenticeship program and or five (5) years experience in building maintenance / operations and project management including preparing plans and specifications for bid projects.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor work environment.

Regular exposure to fumes, dust, dirt, oil and grease.

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a variety of tools and equipment.

Seeing to perform maintenance duties.

Hearing and speaking to exchange information.

Lifting, carrying, pushing or pulling heavy objects as assigned by the position.

Walking over rough or uneven surfaces.

Reaching overhead, above the shoulders and horizontally.

Bending at the waist, kneeling or crouching.

Climbing ladders and working from heights.

Standing for extended periods of time.

Heavy physical labor.

**HAZARDS:**

Working around and with machinery having moving parts.

Working at heights.

Power saws and flying debris or nails.

Chemical fumes.

Electrical power supply and high voltage.