



## **CLASS TITLE: SUPERVISOR, ENERGY, SAFETY, AND ENVIRONMENT**

**SALARY RANGE: 17 (Management)**

### **BASIC FUNCTION:**

- Under the direction of an assigned supervisor, develop and manage the Building Automated Systems (BAS) to monitor energy efficient operations related to building heating/cooling, electrical usage, lighting usage, efficient irrigation practices, and potable water conservation; assist with the implementation of the utility management measures with site personnel; prepare plans and specifications for construction bid projects; review yearly site maintenance agreements and recommend changes and upgrades; assist in development of Three-Year Maintenance Plan as identified in the Local Control Funding Formula (LCFF)/Local Control Accounting Plan requirements; prepare and conduct presentations that provide staff training related to a variety of maintenance related topics including the William's Facilities Inspection Tool (FIT); participate
- in annual William's school inspections as a representative of the Facilities Department; and 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. Train and evaluate the performance of assigned personnel.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

- Develop and manage the Building Automated System (BAS) to monitor energy efficient
- operations related to building heating/cooling, electrical usage, lighting usage, efficient irrigation practices, and potable water conservation.
- Assist with the implementation of the utility management measures with site personnel.
- Advise, assist, and make recommendations on alternate energy sources, consumption and general energy conservation measures.
- Provide input on contractual support activities related to energy management and the purchase of products that affect energy consumption.
- Monitor BAS systems to ensure maximum resource efficiency, and review BAS systems to identify problems and coordinate any necessary adjustments or repairs.
- Prepare and conduct presentations that provide staff training related to the William's Facilities Inspection Tool (FIT) and participate in annual William's school inspection.
- Coordinate the annual FIT inspections for agency sites for which they are required.

- Organize and direct operations and activities involved in the maintenance and repair of County Office facilities, utilities and equipment including tasks in electrical work, plumbing, carpentry, HVAC, landscaping, structural maintenance and painting; assure compliance with applicable laws, codes, ordinances, regulations, policies and procedures
- Receive, prioritize and participate in scheduling and coordinating response to work orders; monitor and report on progress of installation, maintenance, construction and repair projects; inspect completed projects to assure compliance with established work orders and specifications.
- Coordinate staff, projects and communications to meet County Office maintenance needs and assure smooth and efficient activities; participate in the scheduling, development and implementation of maintenance and repair projects; assure proper and timely resolution of related issues and conflicts.
- Prepare plans and specification for capital improvement projects. Assist in the development of a Three-Year Maintenance Plan.
- Identify and prepare Scope of Work/Bid Specifications for Maintenance Projects.
- Oversee and participate in a variety of landscaping activities in the development and modification of County Office grounds and landscaped areas; oversee pest management activities including posting, product identification, staff and parental notification at County Office sites.
- Plan, organize and lay out assigned tasks; interpret plans, diagrams, blue prints, sketches and specifications; set-up resource libraries at workstations.
- Communicate with County Office personnel and various outside agencies to exchange information and resolve issues or concerns.
- Oversee and participate in the maintenance of various records related to work orders, projects, cost estimates and assigned activities.
- Supervise maintenance and operations projects performed by outside contractors; assist outside contractors with construction and renovation projects as needed; coordinate fire code inspections and implement corrective actions as necessary.
- Coordinate and oversee the scheduled preventive maintenance program; perform preventive maintenance on equipment and utilities including replacing and servicing parts and components.
- Review site maintenance agreements on a yearly basis and report recommended changes or upgrades.
- 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.
- 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.
- Oversee facilities 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. Principles of contract oversight.
- Energy management.
- Awareness of maintenance processes in construction, repair, custodial and grounds. Facility Inspection Tool (FIT) and related inspections and processes.

- Communicate effectively to promote energy management conservation, using advanced, professional, written and verbal interpersonal communication skills.
- Work within a variety of organizational structures promoting inclusion to enhance success. Focus on key issues and consider/recommend reasonable alternatives.

**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 Coordinate staff, projects and communications to meet County Office maintenance needs.
- Train and evaluate the performance of assigned personnel.
- 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.
- Interpret, apply and explain applicable building codes, ordinances, fire regulations and safety precautions.
- Understand and follow written and oral instructions.
- Establish and maintain cooperative and effective working relationships with others. Identify and logically evaluate information, issues, and problems.
- Research, analyze and interpret technical data.
- Identify, interpret, and apply relevant laws and regulations.
- Apply current technology in building systems for improvements in efficiency and effectiveness. Manage personal time and work schedule to meet deadlines.
- Understand and meet the needs of customers.
- Keep abreast of current building systems technology and renewable resources. Facilitate mutually agreeable compromises and outcomes among various parties. Ensure the success of projects, including objectives, timelines, and budgets.
- Work effectively with CCCOE staff and district personnel to conduct Williams FIT Inspections. Prepare clear concise reports that define/clarify inspection related issues within the FIT form.
- Create, prepare and provide training related to and identified within Williams Lawsuit.
- Public speaking to large groups.

- Communicate effectively using a variety of media.

**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. Experience and training in energy management systems, Building Automated Systems (BAS) and energy efficiency operations. Experience working with California public school districts and/or local government.

**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.