

Greater Vallejo Recreation District

Job Description

Classification Title	Facilities Supervisor
FLSA Status	Non-Exempt
Salary Grade	63S
Reports To	Parks and Facilities Director

GENERAL SUMMARY

This position is responsible for reviewing, prioritizing, and inspecting work, overseeing the District's fleet, participating in the construction and maintenance of District facilities, developing RFP's for architectural and engineering services, developing and administering budgets, and supervising facilities staff.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Supervises the work of assigned personnel, including assigning and reviewing work, providing guidance, and conducting performance evaluations.
- Reviews, prioritizes, assigns, and inspects work orders for GVRD's parks, facilities, and fleet.
- Confers with architects and/or engineers for the districts larger projects. Assists with the design of projects to be consistent with the overall direction of the district and budgets.
- Generates requests for proposals. Conducts job walks, awards contracts, procures necessary permits, and approves billing.
- Manages GVRD fleet. Utilizes local vendors for maintenance needs, makes recommendations for replacement, and writes reports for disposal of equipment.
- Advises the stakeholders within GVRD on the best practices for projects as they relate to the facilities department.
- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

- Work requires supervising and monitoring performance for a regular group of employees (1 or more full-time employees) including providing input on hiring/disciplinary actions and work objectives/ effectiveness, performance evaluations, and realigning work as needed.

HUMAN COLLABORATION & JOB IMPACT

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This area describes the personal interaction with others outside direct reporting relationships as well as the impact the job has on GVRD, the department or unit objectives, the output of services, or employee or public satisfaction.

- Interactions may result in decisions regarding implementation of policies. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions. The impact the job has on GVRD is significant in terms of time, money, or public/employee relations.

FISCAL RESPONSIBILITY

This section describes the accountability and participation if any, as it relates to the fiscal accountability within department or assigned area(s) of responsibility.

- Position has moderate fiscal responsibility. May be responsible for the billing, collection and/or accounting of funds. May be responsible for the handling and balancing of cash.

MINIMUM QUALIFICATIONS

Required Education and Experience

- High School diploma or G.E.D. equivalency
- Five (5) to seven (7) years' experience in facility construction and maintenance and with project management
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

Required Licenses or Certifications*

- Possession of a valid driver's license and maintenance of an acceptable driving record while employed
- Certified Pool Operator (CPO), Certified Playground Safety Inspector (CPSI), and Facilities and Grounds Management Certificate by the APWA
- Possession of, or ability to obtain, a valid Community CPR/First Aid Basics certificate.

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*District will provide qualified applicants up to 6 months to obtain CPO and up to 12 months to obtain CPSI and Facilities and Grounds Management Certificate

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- English grammar, spelling, and punctuation
- Principles and practices of basic bookkeeping
- Modern office procedures, methods and computer equipment
- Principles and practices of employee supervision
- Building trades and construction practices
- Budget and procurement process
- Current design standards and codes

Skill in:

- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships
- Performing a variety of duties, often changing from one task to another of a different nature
- Performing basic mathematical functions such as addition, subtraction, multiplication, division, percentages, and ratios

Ability to:

- Meet schedules and deadlines of the work
- Understand and carry out oral and written directions
- Accurately organize and maintain paper documents and electronic files
- Maintain the confidentiality of information and professional boundaries
- Analyze work for solutions to problems
- Establish and maintain effective working relationships
- Communicate effectively, both orally and in writing
- Adjust schedules as needed

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WORK ENVIRONMENT/CONDITIONS

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

Work Environment	Seldom or Never	Sometimes	Frequently or Often
Office or similar indoor environment			X
Outdoor environment			X
Street environment (near moving traffic)	X		
Construction site		X	
Confined space	X		
Vehicle			X
Warehouse environment	X		
Shop environment		X	
Other	X		
Exposures	Seldom or Never	Sometimes	Frequently or Often
Individuals who are hostile or irate	X		
Individuals with known violent backgrounds	X		
Extreme cold (<i>below 32 degrees</i>)		X	
Extreme heat (<i>above 100 degrees</i>)		X	
Communicable diseases	X		
Moving mechanical parts		X	
Fumes or airborne particles		X	
Toxic or caustic chemicals, substances or waste	X		
Loud noises (<i>85+ decibels such as heavy trucks, construction</i>)		X	

WORKING CONDITIONS & PHYSICAL DEMANDS

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

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- This position requires occasional exposure to unpleasant environmental conditions and/or hazards and is *generally sedentary*. Incumbents may be required to exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or constantly having to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

POSITION TYPE/EXPECTED HOURS OF WORK

This is a full-time position. Days and hours of work are Monday through Friday, 6:30 a.m. to 3 p.m. There will also be occasions that require weekend and evening hours. Facilities Supervisor may have to respond to calls/communication afterhours.

TRAVEL

This position will require travel throughout Vallejo and Solano county.

WORK AUTHORIZATION/SECURITY CLEARANCE (IF APPLICABLE)

This position does not require security clearance.

EEO STATEMENT

GVRD is an equal opportunity employer.

ACKNOWLEDGEMENT

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this position. This is not an exhaustive list of all duties and responsibilities. GVRD reserves the right to amend and change responsibilities to meet business and organizational needs as necessary. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. Directly related experience/education beyond the minimum stated may be substituted where appropriate at the discretion of the Human Resources Department.

Please sign, date and present this receipt and acknowledgment form to the Human Resources Department. This receipt and acknowledgment form will be kept in your personnel file.

Employee Name (Print)_____

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Employee Signature: _____

Date: _____

Date created	12/8/2020
Dates revised	5/26/2021