

KYRENE SCHOOL DISTRICT, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: Facilities Supervisor

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|--|------------------------------------|-------------------------------|
| BAND | GRADE | SUBGRADE |
| C | 4 | 1 |
| DEPARTMENT: Facilities | ACCOUNTABLE TO: Director | FLSA STATUS: Exempt |
| CLASS SUMMARY: Incumbent is responsible for coordinating, managing and supervising capital improvement and maintenance projects for the District. Duties include: determining project scope and feasibility of capital and maintenance projects; estimating costs of projects; collecting, reviewing and making recommendations on contract awards; meeting with contractors, architects and engineers to review building plans and to discuss bids and projects; serving as a project manager for capital improvement projects to include determining schedules and inspecting projects; and, training custodial staff on chemicals and proper cleaning procedures. | | |
| DISTINGUISHING CHARACTERISTICS: The Facilities Supervisor is a stand-alone class, which is distinguished from other classes by its responsibility for coordinating and managing capital improvement and maintenance projects. | | |

| DUTY NO. | ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.) | FRE-QUENCY | BAND/ GRADE |
|----------|---|------------|-------------|
| 1. | Provides project management for multiple capital projects District-wide to include project budgeting, scheduling time-lines, ensuring material specifications are met, inspecting workmanship, and providing vendor access after hours. | Daily | C4 |
| 2. | Meets with contractors and vendors regarding bids on capital and maintenance projects to determine project scope, feasibility, specification, and design; estimates costs, ensures building codes are met, and schedules time-lines with contractors. | Daily | C4 |
| 3. | Collects, reviews, and makes recommendations on contract awards. | Weekly | C4 |

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|----------|--|-------------|-------------|
| 4. | Meets with architects and engineers regarding capital projects to include: reviewing plans, building codes, and specifications; creating designs; discussing bids and budgets; and, scheduling time-lines. | Monthly | C4 |
| 5. | Coordinates design projects and meets with outside organizations to discuss projects. | Monthly | C4 |
| 6. | Trains custodians and building managers on chemicals and procedures to clean District facilities. | Monthly | B2 |
| 7. | Performs other duties of a similar nature or level. | As Required | N/B |

Knowledge (position requirements at entry):

Knowledge of:

- Building maintenance procedures and materials;
- Construction methodology and technology;
- Materials for HVAC, plumbing, carpentry, and electrical work;
- Management techniques;
- Building codes and specifications.

Skills (position requirements at entry):

Skill in:

- Managing and supervising capital improvement and maintenance projects;
- Scheduling work and projecting timelines;
- Using office equipment such as phones, calculators, fax machines, and copiers;
- Using computer and related software applications;
- Driving District vehicles;
- Using tools such as ladders, tape measures, scales, and cameras;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

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Training and Experience (position requirements at entry):

Associate's Degree in Construction, Management or a related field and five years of building maintenance and construction experience, including two years of supervisory experience; or, any combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

- Valid Arizona Driver's License.

Physical Requirements:

Positions in this class typically require: climbing, balancing, reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

Incumbents may be subjected to extreme temperatures.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Classification History:

Draft prepared by Fox Lawson and Associates LLC (ARK)

Date: 3/98