

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
PENDING APPROVAL JUNE 2005
RANGE: CM 14.00
MAINTENANCE/OPERATIONS/MECHANICAL SERVICES SERIES
CLASSIFIED MANAGEMENT – OVERTIME EXEMPT
CODE: 2,3,6,7,8,9**

**BUILDING SUPERVISOR
(Facilities and Property Management Services)**

DEFINITION

Under direction of the Manager of Facilities and Property Management, to perform skilled work in general and specialized maintenance on the air conditioning, emergency power, plumbing, fire safety, water, security, and electrical systems at the City Centre, University Square, Southeast Services Center, Access Center, Learning Center and various other sites.

To test or arrange for testing of accelerometers (earthquake stress meters), elevators, fire systems and backflow prevention systems;

to perform semi-skilled and skilled duties in other maintenance trade areas;

to monitor and correct problems by computer (from residence during off duty hours) the Energy Management System for University Square, Southeast Services Center and City Centre buildings;

to do other related work as required.

EXAMPLES OF DUTIES

Inspect and repair the air conditioning and heating units at the City Centre, University Square, Southeast Services Center, Access Center, Learning Center and various other sites, and maintain files and records on work performed;

assist with energy management assessments at all KCSOS sites;

coordinate all maintenance work for City Centre Building, University Square Building, Southeast Services Center, Access Center and various other sites (electrical, plumbing, furniture);

assist with building contracts for building systems installed by outside vendors and inspects work done;

may install, calibrate and maintain electronic and pneumatic thermostats and controls for air conditioning and heating systems;

clean and maintain cooling tower;

change air conditioning filters;

contact vendors and handle bids for foam roof and for fire sprinkler systems;

coordinate and supervise installation and repair of security systems;

coordinate all moves for City Centre, University Square, Access Center and various other sites (electrical, phones, and furniture);

make changes, via Energy Management System, to the air conditioning system at Richardson Center;

responds to trouble calls for air conditioning and heating systems, plumbing and other maintenance problems at the University Square, City Centre, Southeast Services Center, Access Center, and various other sites, both during work hours and on an "on-call" basis after hours;

perform for or arrange for preventive maintenance on all systems listed above;

maintain a variety of operational records;

coordinate and direct the work of others;

other duties as assigned.

QUALIFICATIONS

Knowledge of:

Methods, materials, tools and equipment used in the maintenance and repair of refrigeration, ventilation, heating, air conditioning, security, fire alarm, plumbing, and electrical systems;

building codes, policies, regulations and guidelines pertaining to all systems listed above;

safe working methods and procedures.

Ability to:

Inspect and maintain all systems listed above;

lift up to 50 pounds;

work from blueprints, shop drawings, sketches, manuals, and diagrams;

plan and coordinate the work of others;

accurately estimate labor and material costs;

maintain simple records and prepare complete and concise reports;

understand and carry out oral and written directions;

establish and maintain cooperative working relationships.

Experience:

Three years experience as a Maintenance Worker I or II, Lead Custodian, AC/Heating Mechanic I or II, or equivalent.

Education:

Equivalent to the completion of the twelfth grade, supplemented by professional air conditioning training.

Condition of employment:

Some positions may require proof of privately owned automobile insurance and possess a valid California Motor Vehicle operator's license.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

This position has a probationary period of six months or 130 days, whichever is longer.

ST:rw

6/14/05

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