

**KERN COUNTY SUPERINTENDENT OF SCHOOLS  
APPROVED SEPTEMBER 2004  
RANGE: 22.00  
MAINTENANCE AND OPERATIONS SERVICES SERIES  
CLASSIFIED MANAGEMENT - OVERTIME EXEMPT  
CODE: 2,3,6,7,8,9**

**MANAGER, FACILITIES AND PROPERTY MANAGEMENT SERVICES**

**DEFINITION**

Under direction of the Director of Facilities and Property Management Services, performs skilled work in general and specialized maintenance on the air conditioning, telephone and communications, emergency power, plumbing, fire safety, water, security, and electrical systems at the City Centre, University Square, and various other sites;

tests for and/or arranges for testing of accelerometers (earthquake stress meters), elevators, fire systems and backflow preventions systems;

performs semi-skilled and skilled duties in other maintenance areas;

manages and corrects as necessary by computer (from residence during off duty hours) the energy management system for University Square and the City Centre;

performs other related work as required;

plans, directs, coordinates and manages the personnel and activities of various departmental functions including the Labor Compliance Program, construction projects, property management services projects and other work as assigned.

**EXAMPLES OF DUTIES**

Plans, organizes, coordinates and manages the activities of a staff of professional, technical and clerical employees engaged in general and specialized fields including maintenance of telephone and communications systems, emergency power systems, energy management programs, plumbing, fire safety, water, security and electrical systems;

plans, organizes, coordinates and manages construction and labor compliance program staff;

confers with the Director of Facilities and Property Management Services and staff from other departments concerning problems and activities relating to the purchase, sale, lease and rental of property;

maintains records of leases and performs supervision of owned, leased and rental properties to enforce compliance of lease provisions;

develops schedules and budgets and manages construction projects as assigned;

develops work schedules and assigns, monitors, and reviews duties of assigned staff;

estimates personnel requirements for completion of job assignments, and conducts employee performance appraisals;

inspects and repairs the air conditioning and heating units at various sites;

maintains files and records on work performed;

may be responsible for all energy management assessments at all KCSOS sites;

performs maintenance work at various sites (electrical, plumbing, furniture);

may order, install, and repair phones and phone lines and coordinate work as needed with phone companies for various school sites;

may operate computer for call accounting, review monthly billing and program telephone switch at City Centre and University Square;

may install computer networks through phone systems;

installs, calibrates and maintains electronic and pneumatic thermostats and controls for air conditioning and heating systems;

cleans and maintains cooling towers;

changes air conditioning filters;

contacts vendors and handles bids for foam roof and fire sprinkler systems;

assists with and supervises installation and repair of security systems;

assists with all moves for University Square and City Centre (electrical, phones, furniture);

makes changes, via energy management system, to air conditioning system at Richardson Center;

responds to trouble calls for air conditioning and heating systems, telephone, plumbing and other maintenance problems at the U.C. Building, City Centre and various sites;

performs or arranges for preventive maintenance on all systems listed above;

maintains a variety of operational records;

manages and directs the work of assigned staff.

## **QUALIFICATIONS**

### Knowledge of:

Methods, materials, tools and equipment used in the construction, building/facilities, property management, and labor compliance programs;

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

safe working methods and procedures.

### Ability to:

Manage all systems listed above;

lift up to 50 pounds;

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

plan and monitor work of others;

accurately estimate labor and material costs;

maintain records and prepare reports;

communicate effectively with individuals and groups of diverse interests and social, ethnic and business backgrounds;

exercise initiative and good judgment under pressure;

work effectively in an independent manner;

understand and carry out complex oral and written direction;

establish and maintain cooperative working relationships.

Experience:

Fifteen years related construction field and/or trade experience.

Education:

Associate of Science (A.S.) degree from an accredited college, university or trade school.

California State Contractor's License Class A, B or C.

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 is overtime exempt and has a probationary period of one year.

**Labor compliance and property management services responsibilities subject to continuation of funding.**

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9/8/04

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