

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 6212

TITLE: ASSISTANT SUPERVISOR OF FACILITIES SUPPORT

GRADE: S-25

DEFINITION:

Under limited supervision, supervises and coordinates a major section of a complex facility and/or maintenance program; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Assistant Supervisor of Facilities Support is distinguished from the Facilities Manager in that the Facilities Manager directs operations for multiple shops, workgroups, programs in a complex facility, operation, plant or maintenance program; whereas, an Assistant Supervisor of Facilities Support supervises and coordinates facility management operations of a major section of multiple shops, workgroups, programs in a complex facility or maintenance program.

ILLUSTRATIVE DUTIES:

Manages and oversees work of a major section involved in the maintenance of buildings, grounds, or facilities;
Reviews and coordinates new construction and renovation plans;
Develops and maintains equipment inventories;
Monitors workload and available resources and makes recommendations to supplement staff with contractors and vendors where appropriate;
Develops, reviews and implements standard operating procedures;
Develops and maintains preventive maintenance programs;
Ensures quality and adherence to safety standards and compliance with all national, state, and local trades and safety codes;
Conducts periodic and special inspections to evaluate the condition of County buildings, equipment, jobs in process and jobs completed;
Stays informed on latest maintenance material, maintenance techniques and changing technologies;
Develops project and equipment life cycle and replacement schedules;
Forecasts budget and manpower requirements;
Identifies and prioritizes long term capital renewal requirements;
Reviews and evaluates employee performance and makes recommendations concerning personnel actions;
Plans, directs, supervises, and coordinates the work of subordinate supervisors and skilled workers;
Makes decisions regarding hiring, evaluation, promotion, and termination of employees;
Attend meetings and conferences.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of supervisory and administrative principles, practices, and techniques;
Advanced knowledge of trade-related methods, techniques and practices and of the properties, characteristics and uses of related equipment, materials and tools;

Knowledge of national, state, and local trades and safety codes;
Ability to read and interpret work orders, diagrams, building plans, blueprints and manufacturer's manuals;
Ability to plan, schedule and monitor employees in a major section across multiple shops, workgroups or programs;
Ability to instruct, motivate and train subordinates in all phases of the work and assist them with work problems;
Ability to establish and maintain effective working relationships with customers, partners, contractors, peers, subordinates, and superiors;
Ability to estimate trade-related costs and scheduling parameters;
Ability to communicate effectively, both orally and in writing;
Ability to prepare and deliver accurate reports and to keep accurate records;
Ability to use personal computers and software programs.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to:
High school graduation or a G.E.D. issued by a state department of education; PLUS Completion of a four year apprentice-level trade related vocational training program; OR four years of qualifying trade-related experience;
PLUS four years of progressively more responsible journey level work;
PLUS two years of experience at the supervisory level;
Completion of an Agency approved supervisory development program OR completion of the Fairfax County Supervisory Competency Certificate as revised for Maintenance and Trades may be substituted for one year of the required supervisory experience.

CERTIFICATES AND LICENSES REQUIRED:

Possession of a valid Motor Vehicle Operator's License.
Possession of a Master Mechanical, Electrical or other specific trade-related licenses and certifications are required for certain positions as identified to the Department of Human Resources.

ES REVISED: November 1, 2011
REGRADED: March 6, 2009
REVISED: September 7, 2007
REVISED: January 5, 1994