

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 6730 **TITLE:** FACILITIES SERVICES SPECIALIST **GRADE:** S-21

**DEFINITION:**

Under general supervision, performs work involving planning, coordinating, monitoring and inspecting the day-to-day custodial services, landscape and ground maintenance services and pest control services provided by contractual crews in County owned and leased facilities.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

Not applicable.

**ILLUSTRATIVE DUTIES:**

Plans, assigns, schedules and evaluates work of contractors involved in providing contractual services in County owned/leased facilities;  
Oversees the work of contractors tasked with providing cleaning and maintenance services (i.e., cleaning, landscape services, pest control, etc.) in County owned and leased facilities to ensure compliance with terms and conditions of contractual agreements;  
Meets with County staff, building occupants and contractors to resolve problems and exchange information;  
Receives, reviews and evaluates complaints regarding cleaning and maintenance services in County facilities; determines and initiates appropriate corrective action in coordination with various governmental and commercial agencies;  
Develops bid specifications, evaluates bid proposals and quotations, recommends awards and initiates procurement action for a variety of goods and services; e.g. custodial services, pest control, landscape/grounds maintenance, etc.;

Researches and prepares reports, plans, recommendations, budgetary data and replies to correspondence as needed.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Thorough knowledge of the principles, practices, and techniques of property management (e.g., ground maintenance, custodial services, lawn care standards, systems/equipment maintenance, etc.);  
Knowledge of and the ability to identify occupational hazards and proper safety precautions pertaining to building cleaning and related service operations;  
Thorough knowledge of the principles, practices, and methods of maintenance contract management;  
Knowledge of contract administration and procurement processes;  
Ability to write contract specifications;  
Ability to schedule, assign, monitor, evaluate, and supervise the work of contractual staff;  
Ability to plan, organize, and implement work assignments and work independently on projects;

Ability to assess situations and reach sound conclusions and recommendations through analysis of information and data;

Ability to deal tactfully and equitably with people;

Ability to attend meetings and perform work assignments at locations outside the office.

**EMPLOYMENT STANDARDS:**

Any combination of education, training and experience equivalent to the following:

Graduation from an accredited four-year college or university; plus three years experience in providing facilities and grounds maintenance/property management services.

**CERTIFICATES AND LICENSES REQUIRED:**

Possession of a valid motor vehicle driver's license

**NECESSARY SPECIAL REQUIREMENTS:**

None.

REGRADED: August 23, 2010

ESTABLISHED: April 23, 2007