



<b>Position Title:</b>	Building Services Specialist	<b>Job Code:</b>	3229-01E
<b>Reports To:</b>	Zone Supervisor	<b>Job Group:</b>	SNE
<b>Department:</b>	Facilities Management	<b>Salary Grade:</b>	11
<b>Prepared By/Date:</b>	Carol Flynn/05-2006	<b>FLSA Status:</b>	Non-Exempt
<b>Approved By/Date:</b>	Prospero Herrera/05-2006		
<b>Revised:</b>	Jennifer C. Brito/5-1-2009		

**Summary:**

This is skilled supervisory work at the journeyman's level in planning, supervising, and reviewing the maintenance and repair of building systems and trade staff. Building Services Specialist works under the guidance of the Zone Supervisor of Plant Maintenance.

**Essential Duties and Responsibilities:**

- Supervises trains and guides trades workers in the areas of carpentry, plumbing, painting, plant maintenance and the locksmith trade.
- Creates, operates, and maintains the department computerized maintenance program.
- Performs on-site supervision of hazardous or complicated jobs.
- Monitors on-going work and inspects completed work of building trades personnel.
- Works with maintenance management in planning repairs, modifications and new construction, and gives technical advice regarding the work.
- Assumes responsibility for and exercises independent judgment in the planning of routine maintenance and repair work.
- Performs other related duties as assigned.

**Knowledge, Skills and Abilities:**

- A comprehensive and thorough knowledge of trade tools and of occupational hazards, safety precautions, local codes, and regulations pertaining to the trades is essential.
- Knowledge of specific techniques related to all of the following categories: rough carpentry, wood/metal stud, glazing, dry wall, plaster/stucco, masonry, tile, ceramic, and vinyl, all types of ceilings, surface coverings carpet/wall/mica/vinyl, painting, plumbing and locksmith.
- Knowledge of records and forms used in the area of assignment.
- Ability to read and write and understand oral and written instructions.
- Ability to plan, assign, review, supervise and inspect the work of others, schedule facilities and staff, and coordinate work with other trades.
- Ability to interpret technical data from sketches, blue prints, schematics, or service manuals.
- Ability to use electronic email, web based trouble report systems and PDA C.M.M.S. software.
- Ability to work and communicate in a multi-ethnic/multi-cultural environment, travel in county and be willing and able to work any shift, weekends, and holidays, perform on-call and respond to after-hour emergencies.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually loud.

This individual is exposed to both indoor and outdoor environment conditions.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This is physical work that requires the following activities: sitting, standing, walking, bending, kneeling, crouching, twisting, stooping, reaching, finger dexterity, grasping, feeling, repetitive motions, talking, hearing and visual acuity. Must be able to lift/carry, push/pull up to 50 lbs over a distance of 20 feet, and work from heights and in areas where climbing a ladder is required.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Essential Personnel:**

This function/position has been designated as “essential.” This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover and continue operations at the College.

**Minimum Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- High school diploma or equivalent.
- A minimum of five (5) years experience in the building trades in construction, repair and maintenance of commercial or large building systems, with two (2) of those years must be at a supervisory level.
- Specific work experience includes the following categories: rough carpentry, wood/metal stud, glazing, dry wall, plaster/stucco, masonry, tile, ceramic, and vinyl, all types of ceilings, surface coverings carpet/wall/mica/vinyl, painting, plumbing and locksmith.

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name