

Florida State Courts System Class Specification

Class Title: Deputy Director for Facilities

Class Code: 6220

[Pay Grade 31](#)

General Description

The essential function of the position within the organization is to provide assistance to the Supreme Court Marshal with administrative and security operations. The position is responsible for purchasing and inventory; assisting in preparation and justification of unit's budgets; reconciling vendor accounts; reviewing and approving invoices for payment; assisting with security operations; and supervising support and custodial staff. The position works independently, reporting major activities through periodic meetings.

Examples of Work Performed

(Note: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Supervises maintenance, custodial, and support staff under direction of the Marshal, including selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and recommending termination.

Oversees with facility management, including scheduling routine maintenance and repairs for office equipment, furniture, fixtures and buildings; monitors inventory/property control, obtains bids manages contracts for services.

Audits invoices to ensure compliance with organizational policy, procedures and regulations.

Assists with preparation and justification of facilities and maintenance budget as it relates to personnel; monitors salary and rate.

Assists with providing security in compliance with state and federal regulations and laws, ensuring a safe environment for court personnel and the public; provides assistance with risk management programs.

Plans and/or assists with special projects as directed by the Marshal; plans and coordinates or assists with planning and coordination of Supreme Court ceremonies, such as inductions or investitures.

Performs administrative tasks such as preparing routine and special reports, maintaining accounting or personnel records, assisting with preparing periodic employee evaluations.

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Attends and/or conducts staff and other professional meetings to exchange information. Attends technical or professional workshops or seminars to improve professional skills.

Research and implement improvements in building products or systems which will serve to better utilize resources (i.e. energy saving systems and labor saving products and methods).

Remain up-to-date on all government laws, rules, and regulations which affect hazardous chemicals that are used, generated, handled, disposed, or controlled by the departments under the responsibility of the position. Insure compliance.

Performs special projects and prepares reports as assigned by the Marshal or Chief Justice.

Establish policies and maintenance and inspection programs which protect and/or enhance the assets of the court. These assets include: building structure and utility systems (electrical distribution, plumbing, interior/exterior lighting, drainage, etc).

Competencies

Data Responsibility:

Refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Directs others in major events and reports on activities and results.

People Responsibility:

Refers to individuals who have contact with or are influenced by the position.

Instructs or trains others through explanation, demonstration, and supervised practice, or by making recommendations on the basis of technical disciplines.

Assets Responsibility:

Refers to the responsibility for achieving economies or preventing loss within the organization.

Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the management or handling of supplies and equipment of high value or moderate amounts of money.

Mathematical Requirements:

Deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

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Uses practical application of fractions, percentages, ratios and proportions, measurements, or logarithms; may use algebraic solutions of equations and equalities, deductive geometry, and/or descriptive statistics.

Communications Requirements:

Involves the ability to read, write, and speak.

Reads professional publications; composes complex reports; speaks formally to groups outside the organization.

Complexity of Work:

Addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs supervisory work involving policy and guidelines, solving both people and work related problems; requires continuous, close attention for accurate results and frequent exposure to unusual pressure.

Impact of Decisions:

Refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

Makes decisions with moderate impact - affects those in work unit.

Equipment Usage:

Refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items, such as computers, peripherals, or software programs such as word processing, spreadsheets or custom applications.

Safety of Others:

Refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.

Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

Education and Experience Guidelines

Education:

Refers to job specific training and education that is recommended for entry into the position. Additional relevant experience may substitute for the recommended educational level on a year-for-year basis.

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Education or vocational training in physical plant maintenance, building construction, HVAC, electrical and fire safety subsystems.

Experience:

Refers to the amount of related work experience that is recommended for entry into the position that would result in reasonable expectation that the person can perform the required tasks. Additional relevant education may substitute for the recommended experience on a year-for-year basis, excluding supervisory experience.

Five years of related experience including two years of supervisory experience.

Licenses, Certifications, and Registrations Required:

Refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

None.