

Florida State Courts System Class Specification

Facilities Director – District Court

Class Code: 1015

Pay Grade: 231

General Description

The essential function of the position within the organization is to perform skilled tasks in repairing and maintaining a District Court of Appeal's facilities, systems, grounds and equipment. The position works under general supervision of the Marshal independently developing work methods and sequences. This is responsible work providing maintenance and engineering activities and supervising contract custodial staff of the District Court. The Director of Facilities of the District Court manages the operations and coordinates preventive maintenance programs for all building subsystems including HVAC, electrical, and fire safety systems; adequate supervision of all contractors who provide maintenance services to the District Court building, assures that all repairs and replacement of equipment is timely, and assures that all maintenance staff are properly trained. The Director of Facilities is also responsible for building cleanliness and beautification programs, monitoring clean air act compliance, energy conservation, and safety programs.

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.)

Assists the Marshal in preparing the maintenance budget, space planning, and major renovation and construction projects, and maintenance contract administration.

Inspects, maintains and repairs systems such as air conditioning, electrical, plumbing, irrigation or telephone.

Repairs and maintains facilities and equipment, including roofs, furniture and small equipment; ensures safety and security of assigned area.

Completes special projects requiring design and fabrication of items such as furniture, shelving or timer stands.

Inspects assigned grounds for trash, debris and safety hazards; places recycling materials in proper bins; ensures proper placement of dumpsters for pickup.

Facilities Director – District Court

Reconfigures office space, including removing walls, relocating wiring and adding electrical circuits.

Coordinates outside contract work; assists contractors with major building construction/projects.

Performs miscellaneous tasks such as procuring equipment parts, picking-up, distributing and delivering mail to the post office, ensuring proper setup of court and making required corrections, or making bank deposits.

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.

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 analyze and interpret data as well as the ability to read, write, and communicate effectively to both internal and external customers.

Facilities Director – District Court

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 work involving the application of principles of logical thinking, technological to diagnose or define problems, collect data and solve abstract problems with widespread unit or organization impact; requires sustained, intense concentration for accurate results and continuous 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.

Associate's degree or the equivalent of two years of college or vocational school education in carpentry, construction, and air-conditioning, electrical and plumbing repair, physical plant maintenance, building construction, HVAC, electrical and fire safety subsystem.

Facilities Director – District Court

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 or contract management experience.

Five years of related experience including two years of supervisory or contract management experience.

Licenses, Certifications, and Registrations Required:

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

None required.