

# Florida State Courts System

## Classification Specification

Classification Title: Deputy Director for Facilities

Pay Grade: 76

Class Code: 1020

FLSA Status: Excluded

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### **CLASS SUMMARY**

The essential function of the position within the organization is to provide assistance with administrative and security operations for the Supreme Court. The position is responsible for purchasing and inventory; assisting in preparation and justification of unit's budget(s); 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.

### **ESSENTIAL JOB FUNCTIONS**

**(See examples of typical essential functions for this position listed below. Employees with this classification title may perform some or similar but not necessarily all the functions listed; employees with this title may also perform other assigned functions not listed here.)**

- Directs and supervises staff, including organizing, selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination; prepares periodic employee performance evaluations; reviews and approves timesheets and leave requests.
- Oversees facilities in conjunction with facility management, including scheduling routine maintenance and repairs for office equipment, furniture, fixtures, and buildings; monitors inventory/property control, obtains bids, and 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(s) as it relates to Other Personnel Services (OPS) staff.
- Assists with providing a safe and secure environment for court personnel and the public, in compliance with state and federal regulations and laws; provides assistance with risk management programs.
- Plans and/or assists with special projects as directed; plans and coordinates or assists with planning and coordination of Supreme Court ceremonies, such as inductions or investitures.
- Researches and implements improvements in building products or systems which will better utilize resources (i.e. energy saving systems and labor saving products and methods). Develops and analyzes facilities needs assessment to identify and plan for short term and long term needs.
- Maintains building plans and design projects using Computer Aided Design (CAD); maintains database of information about the facility and its usage using Geographic Information System (GIS); and tracks all work planned and completed for the facility (i.e. work orders, repairs, etc.) using Computerized Maintenance Management System (CMMS).

- Remains up-to-date on, and ensures compliance with, 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.
- Prepares facility status reports on Capital Improvement Plan Projects.
- Establish policies and maintenance/inspection programs which protect and/or enhance the assets of the court, including building structure and utility systems (electrical distribution, plumbing, interior/exterior lighting, drainage, etc.).
- Attends and/or conducts staff and other professional meetings to exchange information.
- Attends technical or professional workshops, or seminars to improve professional skills.

## **MINIMUM 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.*

Bachelor's degree in engineering or related field.

### **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 in physical plant maintenance, building construction, HVAC, electrical, and fire safety subsystems, including two years in a supervisory or managerial capacity.

## **CERTIFICATION, LICENSE, AND SPECIAL REQUIREMENTS**

**(Refers to professional, state, or federal licenses, certifications, or registrations required/desired to enter the position.)**

Valid state issued driver's license.

## **COMPETENCIES/RESPONSIBILITIES**

### **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 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/Errors**

*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, software programs, 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.

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

***The Florida State Courts System has the right to revise this class specification at any time. This description does not represent in any way a contract of employment.***

***EFFECTIVE: 06/21/2021***