

Career Service Authority

Facility Management Technician Supervisor

Revised Date

Revised By

Shirley Nikkel

FLSA Code

Non-Exempt

Est. Date

09/16/95

General Statement of Duties

Supervises and coordinates the activity of the computer aided facilities management system for in house tenant development design.

Essential Duties and Knowledge, Skill, and Ability Requirements

1. Plans, schedules, coordinates, and assigns work and establishes goals and priorities for subordinate employees.
 - *Knowledge of supervisory theories and methods sufficient to be able to perform a variety of supervisory functions.*
2. Coordinates airport in-house construction projects, including design, design management, follow up and quality control.
 - *Knowledge of basic engineering standards and concepts sufficient to be able to perform and coordinate project management.*
3. Resolves problems encountered by employees during the course of the assignment.
 - *Skill in analyzing and resolving problems related to the work assignment.*
4. Implements and interprets policies and procedures developed by higher level managers of supervisors. Assists in developing, recommending and coordinating the implementation of new procedures for the assigned functions or unit.
 - *Skill in developing and implementing policies and procedures related to the work assignment.*
5. Delegates responsibility and authority to subordinate staff.
 - *Knowledge of supervisory theories and methods sufficient to be able to perform a variety of supervisory functions.*

6. Develops the performance evaluation program for functions within the unit, monitors and documents employee performance, provides ongoing feedback regarding levels of performance, and formally evaluates employees in relation to performance.
 - *Knowledge of supervisory principles and practices sufficient to be able to establish and implement subordinates' performance evaluation programs.*
7. Assists in the development of departmental budgets.
 - *Knowledge of budgeting principles and practices sufficient to be able to assume budgetary responsibilities as required.*
8. Implements safety standards and develops procedures to ensure compliance.
 - *Knowledge of safety practices and precautions sufficient to be able to supervise, train, and provide safety instructions to subordinates and others and to recognize and correct hazardous situations.*
9. Receives formal and informal grievances and conducts preliminary discussions for settlement when necessary.
 - *Knowledge of conflict resolution techniques sufficient to be able to arbitrate and/or resolve conflicts as they arise.*
10. Initiates and recommends disciplinary action for employees as necessary.
 - *Knowledge of supervisory principles and practices sufficient to be able to determine the most appropriate course of action in handling grievances and discipline for subordinate staff.*
11. Prepares and reviews legal and lease exhibits in an engineering capacity to ensure accuracy and compliance with established standards.
 - *Skill in interpreting, reviewing and ensuring compliance of legal and lease exhibits to engineering standards.*
 - *Skill in applying existing guidelines or creating new approaches to a variety of unprecedented and problematic situations for a unit or project.*
 - *Skill in exercising initiative, judgment, and decision making in solving problems and meeting the objectives of the unit or project.*
12. Generates Computer Aided Drafting Design (CADD) work for development and planning purposes for the airport.
 - *Skill in using computers and a variety of computer aided drafting software packages.*

13. Performs field investigations in an engineering capacity to determine area configuration and to evaluate architectural and engineering systems contained within a facility for preparation of construction documents, for installing into an engineering data base and verification of tenant design criteria.
 - *Skill in conducting investigations to ensure compliance with appropriate rules and regulations.*
14. Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions to this class will be determined by the amount of time spent in performing the primary duties listed above.

Job Requirements

Level of Supervision

Supervises two or more employees who do not supervise.

Guidance and Decision Making

Guidelines are generally in the form of stated objectives for the unit, function or project. Work assignment is generally unstructured and employee is responsible for assigning and supervising a variety of functions to achieve the objectives of the unit or project. Employee is responsible for coordinating and supervising several tasks in which several phases may be in progress at once. Duties performed involve weighing and evaluating many factors requiring judgment, analytical ability, and problem solving. Work may be discussed with higher level supervisors and reviewed for soundness of judgment and feasibility of decisions.

Interpersonal Communications

Contacts with the public or employees where explanatory or interpretive information is exchanged.

Physical Demands

Sitting: remaining in the normal seated position.
Talking: expressing or exchanging ideas by means of spoken words.
Hearing: perceiving the nature of sounds by the ear.

Vision Requirements

Far acuity: ability to see clearly at 20 feet or more.
Near acuity: ability to see clearly at 20 inches or less.
Accommodation: ability to adjust vision to bring objects into focus.
Color Vision: ability to distinguish and identify different colors.

Mental Demands

Mathematical reasoning
Memorization

Oral Comprehension
Spatial Orientation
Written Comprehension

Working Conditions

Subject to many interruptions

Minimum Education

Twelve semester hours in Engineering curriculum with typical course work such as Engineering Principles, Engineering Mechanics, Physics, Calculus, Differential Equations.

Minimum Experience

Three years of sub-professional engineering experience which must have included one year of experience of the type and level of Facilities Management Technician.

Equivalency

Additional appropriate education may be substituted for minimum experience except for the one year of experience of the type and level of Facility Management Technician.

Licensure and Certification

Possession of a valid Colorado Class "R" Driver's License at the time of application.
Completion of a Career Service Authority supervisory training course prior to completion of the probationary period.