Civil Service Commission

San Luis Obispo County Civil Service Commission
Regular Session Meeting
Wednesday December 15, 2021 @ 9:00 A.M.
1055 Monterey St, Room D271
San Luis Obispo, CA 93401

AGENDA

Mailing Address: Civil Service Commission Clerk
1055 Monterey St. Suite D-250
San Luis Obispo, CA. 93408

1. Call to Order / Flag Salute / Roll Call

2. Public Comment Period
   Members of the public wishing to address the Civil Service Commission on matters other than those scheduled below may do so when recognized by the President. Presentations are limited to three minutes per individual.

3. Minutes
   The following draft minutes are submitted for approval:
   a. November 17, 2021

4. Request to Approve New Job Specification(s):
   a. Custodial Operations Manager

5. Request to Approve Revised Job Specification(s):
   a. Building Maintenance Manager
   b. Supervising Custodian

6. Reports
   Commission President
   Commission Counsel
   Commission Outside Counsel
   Commission Secretary
7. **Public Comment on Closed Session Item(s)**
   Members of the public wishing to address the Civil Service Commission on Closed Session matters agendized here may do so when recognized by the President. Presentations are limited to three minutes per individual.

8. **Closed Session (per Government Code Section 54957.6): Conference with County Labor Negotiator, Tami Douglas-Schatz, regarding Civil Service Rule Update.**

9. **Adjournment**
Civil Service Commission

Continued Regular Session Meeting

Wednesday November 17, 2021
1055 Monterey Street, Suite D-271 San Luis Obispo, CA

Present: President Jeannie Nix, Vice President Jed Nicholson, Commissioner Robert Bergman, Commissioner Erica Flores Baltodano

Staff: Commission Secretary Tami Douglas-Schatz, Commission Clerk Michael Milby

County Counsel: Nina Negranti

Outside Counsel: Steve Simas

1. Call to Order/Flag Salute/Roll Call

President Nix called the meeting to order at 9:00 a.m. and led the flag salute. Roll was called. It was noted that Commissioner Nicholson would be about 15 minutes late to the meeting. Commissioner Nicholson subsequently arrived at about 9:15am.

2. Public Comment Period

Members of the public wishing to address the Civil Service Commission on matters other than those scheduled below may do so when recognized by the President. Presentations are limited to three minutes per individual. There were no public comments.

3. Minutes

The following draft minutes are submitted for approval:

a. May 26, 2021
Civil Service Commission

The minutes for May 26, 2021 were considered. Commissioner Flores-Baltodano clarified the second sentence on page 3a.002 should read: “Recommendation was to approve...”, and page 3a.003, under b. Chief Information Security Officer, about half way down, after: “page 4b.005 line 143 if changing the word “may” to “shall” will commissioner Bergman be comfortable with that” should read: “She asked if Commissioner Bergman was going to propose changing the word “may” to “shall” would Mr. Milei be comfortable with that. Commissioner Flores-Baltodano also recommended on page 3a.003 item 5.a.: “Mr. Zeltmann explained the existing Job...” rather than: “Mr. Zeltmann discussed the existing job...” Commissioner Flores-Baltodano made a motion to approve the minutes with the changes, Commissioner Bergman seconded the motion, motion carried 3-0-1.

b. July 28, 2021 (continued to August 4, 2021)

The minutes for July 28, 2021, were considered. Commissioner Bergman made a motion to approve the minutes, Commissioner Flores-Baltodano seconded the motion, motion carried 3-0-1

4. Resolution Recognizing Commissioner Erwin Ohannesian

President Nix Read aloud the Resolution recognizing Commissioner Ohannesian for representing District 2 and a list of his accomplishments.

President Nix made a motion to approve the resolution, Commissioner Bergman seconded the motion, Roll Call Vote was taken:

Commissioner Bergman: Aye
Commissioner Flores-Baltodano: Aye
President Nix: Aye
Commissioner Nicholson: Absent

This Resolution was adopted. President Nix returned the Resolution to Commission Secretary Tami Douglas-Schatz to be framed. Commission Secretary Douglas-Schatz recognized Commissioner Ohannesian for his time in service and significant contributions. There were no public comments on this item.

5. Request to approve CSC Regular Meeting Schedule for 2022

Commission Secretary Tami Douglas-Schatz explained the standard schedule for monthly Civil Service Commission Meetings are the fourth Wednesday of each month, with minor adjustments for holidays.
Civil Service Commission

President Nix asked for public comments, there were none. Commissioner Erica Flores-Baltodano made a motion to accept the 2022 Regular Meeting Schedule, Commissioner Bob Bergman seconded the motion. Motion passed 3-0-1.


Lacey Chagolla, Human Resources Analyst presented the 2020/2021 annual report. President Nix asked if there were any public comments. There were no public comments, however, Mark McKibben, Principal Human Resources Analyst noted that once this is approved, Human Resources will get it on the Board of Supervisors Agenda for their acceptance on the Consent Agenda and will notify the Commission with the result. The Commission received and filed the report.

President Nix announced for the record that Commissioner Nicholson had arrived at the meeting (about 9:15 a.m.).

7. Request to Approve New Job Specification(s):

a. Library Maintenance Worker

Teresa McCarthy-White, Human Resources Analyst introduced Christopher Barnickel, Library Director. The recommendation was to approve the new job specification as proposed. Ms. McCarthy-White described the duties, requirements, and job description. President Nix asked for public comment. No public comments were made. Commissioner Erica Flores-Baltodano made a motion to approve this new job spec, Commissioner Nicholson seconded the motion, motion passed 4-0-0.

b. Custodial Operation Manager

Teresa McCarthy-White introduced John Diodati, Public Works Director. The recommendation was to approve the new job specification as proposed. Ms. McCarthy-White also recommended the proposed revised job specifications for Items 8.a: Building Maintenance Manager; and 8.b: Supervising Custodian. Ms. McCarthy-White described the duties, responsibilities, and reasoning for the new job specification and the two revised job specifications. It was determined some of the Commissioners did not receive the full agenda packet, including proposed job specs for agendized items 7.b, 8.a, and 8.b. It was agreed to postpone these job specs to a later date. President Nix asked for public comments. No public comments were made. The commission asked that items 7.b, 8.a, and 8.b be brought to the next meeting (or a future meeting).
8. Request to Approve Revised Job Specification(s):

a. Building Maintenance Manager

Item postponed per 7.b above.

b. Supervising Custodian

Item postponed per 7.b above.

c. Sheriff's Forensic Specialist

Taj D'Entremont, Human Resources Analyst, introduced Chief Deputy Aaron Nix, San Luis Obispo County Sheriff's Office. The recommendation was to revise job specifications for items 8.c: Sheriff's Forensic Specialist and item 8.d: Sheriff's Forensic Laboratory Specialist. There is language that applies only to peace officers under the Penal Code and does not apply to the general public that needs to be updated. President Nix asked for public comment. No public comments were made. President Nix suggested the two items (8.c & 8.d) be combined, then entertained a motion. Commissioner Bob Bergman made a motion to combine and approve both items, Vice President Nicholson seconded the motion, motion passed 4-0-0.

d. Sheriff's Forensic Laboratory Specialist

Combined with item 8.d per above.

9. Reports

Commission President: No report
Commission Counsel: No report
Commission Outside Counsel: No report

Commission Secretary: Commission Secretary, Tami Douglas-Schatz, Human Resources Director, brought up potential scheduling, and turned this item over to Mark McKibben, Principal Human Resources Analyst. Mr. McKibben discussed four pending cases. One case may be in January possibly requiring one additional day (potentially January 27, 2022); the second may be in February possibly requiring a second day (date to be determined, 2022); the third and fourth are still in process. Ms. Douglas-Schatz mentioned that Supervisor Bruce Gibson has been working hard at filling the vacant commissioner seat.
10. Public Comment on Closed Session Items
Members of the public wishing to address the Civil Service Commission on Closed Session matters agendized here may do so when recognized by the President. Presentations are limited to three minutes per individual. Hearing no public comments, President Nix moved to Closed Session.

President Nix brought the meeting back into Open Session. She advised they have given direction to counsel and there is no reportable action.

12. Closed Session: CONFERENCE WITH LEGAL COUNSEL – PENDING LITIGATION (Government Code Section 54956.9(a)) – Formally initiated: Luther v. County of San Luis Obispo Civil Service Commission, San Luis Obispo Superior Court Case Numbers 19CV-0713 and 20CV-0524.

13. Adjournment
President Nix adjourned the meeting.

*Note: These minutes reflect official action of the Civil Service Commission. A digital record exists and will remain as the official, complete record of all proceedings by the Civil Service Commission.*
TO: Civil Service Commission
DATE: December 17, 2021
FROM: Teresa McCarthy White, Human Resources Analyst

SUBJECT: New Classification: Custodial Operations Manager
Revised Classifications: Building Maintenance Superintendent
Supervising Custodian
Department: Public Works
Appointing Authority: John Diodati, Public Works Director

RECOMMENDATION

It is recommended that the Commission approve the new Custodial Operations Manager classification and specification as proposed as well as the revisions to the existing Building Maintenance Superintendent and Supervising Custodian specifications. The proposed new specification will allow for proper classification of the position responsible for the County's custodial operations.

BACKGROUND

The Facilities Management Division of Public Works is responsible for providing cost effective, functional, and safe facilities for the County's workforce and community members accessing services. The division is comprised of five units; Administrative and Fiscal, Custodial, Maintenance, Utilities, and Planning/Architectural services. The Custodial Unit is comprised of 27 employees responsible for ensuring the cleanliness of roughly 980,00 square feet across 71 facilities throughout the County. The Maintenance Unit is comprised of 21 employees who perform a broad variety of carpentry, electrical, plumbing, and mechanical work in the maintenance and repair of 258 County facilities, spanning 1.7 million square feet.

DISCUSSION
The County currently utilizes the Building Maintenance Superintendent classification for two positions; the position responsible for organizing and directing the operations and activities related to the maintenance and repair of County buildings, facilities, and equipment and the position who performs similar duties related to the cleanliness of County buildings. Successful performance in the position related to facility maintenance requires specific experience in skilled building trades work to ensure compliant, proper, and safe protocol and product. It is recommended the minimum qualifications for the classification be updated to require supervisory experience but allow for a combination of education, training, and relevant experience that could provide the other required knowledge and abilities. The recommendation also removes references to supervising custodial staff as qualifying experience, as this will not adequately prepare an individual for the position.

Because the employment standards and necessary qualifications for successful performance in the management of custodial operations are significantly different from the maintenance position, it is recommended a new classification be created to encompass this position. In addition to representing the duties related to ensuring the cleanliness of County buildings, the proposed specification for a new Custodial Operations Manager classification will reflect additional duties such as ensuring compliance with certain countywide mandates. Examples of this includes managing a vendor to ensure compliance with Stormwater Pollution Prevention for municipal separate storm sewer system permits and ensuring County facilities are compliant with California Senate Bill 1383 legislation requiring three stream waste bins. Additionally, the Custodial Operations Manager specification will exclude duties specific to the Building Maintenance Superintendent classification, including responding to emergency situations impacting facilities such as natural disasters, gas leaks, power outages, and bomb threats or active shooters. It is recommended the minimum qualifications for this classification also require supervisory experience but allow for a combination of education, training, and relevant experience that could provide the other required knowledge and abilities.

The existing Supervising Custodian was last updated in 2010 and the Building Maintenance Superintendent specification was last updated in 2004. General cleanup was also necessary for these specifications, including removing references to the General Services Agency following its dissolution and transfer of the Facilities Division to Public Works in 2015. The Supervising Custodian specification was also revised to better distinguish the duties from the new Custodial Operations Manager. It is recommended the minimum qualifications for this
classification allow for a combination of education, training, and relevant experience that could provide the required knowledge and abilities.

RESULT

The proposed Custodial Operations Manager specification will accurately describe the duties and requirements of the position to potential applicants thus enabling the County to better attract candidates who are qualified for the position. In addition, expectations for current employees will be clarified, and the specification will be used as a basis for classification, compensation, and performance management. The revisions made to the Building Maintenance Superintendent will ensure that future incumbents have the necessary qualifications to successfully perform the role.

OTHER AGENCY INVOLVEMENT

The Department of Public Works was involved in the development of the proposed new classification and revisions to the Building Maintenance Superintendent specification and concur with the specification as proposed. The Department and the representing union, San Luis Obispo County Employees Association (SLOCEA), were involved in the modifications to the Supervising Custodian classification and concur with the specification as proposed.

Attachments:

1. Proposed Custodial Operations Manager Classification Specification
2. Building Maintenance Superintendent Classification Specification – Revisions Redlined
3. Building Maintenance Superintendent Classification Specification – Revisions Accepted
4. Supervising Custodian Classification Specification – Revisions Redlined
5. Supervising Custodian Classification Specification – Revisions Accepted
6. Organizational Chart
CUSTODIAL OPERATIONS MANAGER

DEFINITION:
Under general direction, organizes and directs operations and activities involved in the cleaning of County buildings and facilities; coordinates staff, communications, and information to meet County needs and ensure smooth and efficient activities; trains and evaluates the performance of assigned staff.

REPRESENTATIVE DUTIES:
(Not in order of importance)

- Interviews and selects employees and recommends appointments, transfers, reassignments, terminations, and disciplinary actions; establishes work schedules.
- Monitors and ensures adequate levels of custodial equipment and supplies; coordinates the purchase of equipment and supplies as appropriate.
- Ensures that the quality of custodial services meets established service level agreements by inspecting the work and directing corrective measures when necessary to meet those agreements.
- Oversees vendor contracts.
- Interacts with department leadership across the County to obtain feedback on services and special needs; troubleshoots potential problems and concerns.
- Identifies and recommends opportunities for improved custodial services.
- Assists in the development and preparations of the annual budget for custodial functions.
- Prepares and maintains a variety of reports, records, and files related to work orders, projects, financial activity, inventory, inspections, personnel, attendance, accidents, and assigned duties.
- Reviews subordinate time sheets and accident reports to ensure accuracy and completeness.
- Performs related duties as required.

EMPLOYMENT STANDARDS:

Knowledge of:
- Modern methods, supplies, and equipment used in cleaning and maintaining office and other...
complex building areas

• Safe working methods and procedures
• Inventory management principles and practices
• Accepted practices of employee supervision and evaluation
• Training and certification requirements for custodial work
• Productivity, quality, and safety standards for custodians

**Ability to:**

• Organize and direct the work of others to ensure effective results
• Interpret technical and safety documentation as it relates to the use of chemicals, equipment, and tools.
• Work effectively and maintain positive working relationships with others, including those of diverse perspectives using interpersonal skills such as listening, speaking, advisory, mediation, reconciliation, and consensus building
• Maintain reports and records; analyze operations and assign work
• Accurately estimate time and materials for custodial operations
• Communicate effectively both verbally and in writing
• Foster a spirit of teamwork and support when interacting with staff and others
• Operate a computer and assigned office equipment and computer applications
• Supervise, train, and evaluate the performance of assigned staff

**EDUCATION/EXPERIENCE:**

A minimum of three years of supervisory experience and:

1. Graduation from High School or GED and five years of experience in custodial work in multi-office public-use buildings, or
2. A combination of education, training, and experience that provides the required knowledge and abilities and is equivalent to the employment standard listed above.

**LICENSES AND CERTIFICATES:**

A valid driver license is required at the time of application. A valid CALIFORNIA driver license is required at the time of appointment and must be maintained throughout employment.
OTHER CONDITIONS OF EMPLOYMENT:

Employees in this classification may be required to work holidays, weekends, and irregular hours.

Must successfully pass a comprehensive law enforcement background investigation.

This class specification generally describes the duties and responsibilities characteristic of the position(s) within this class. The duties of a particular position within a multi-position class may vary from the duties of other positions within the class. Accordingly, the essential duties of a particular position (whether a multi-position class or a single-position class) will be identified and used by medical examiners and hiring authorities in the selection process. If you have any questions regarding the duties or the working conditions of the position, please contact the Human Resources Department at 805.781.5959.

Adopted:
Revised:
BOS Approved:
BUILDING MAINTENANCE SUPERINTENDENT/ENGINEER

DEFINITION:
[Under general direction of the Building Facilities Manager], organizes and directs operations and activities involved in the cleaning, maintenance, and repair of County buildings, facilities, and equipment; coordinates personnel, communications, and information to meet County needs and assure smooth and efficient activities; trains and evaluates the performance of assigned personnel; and do other related work as required.

REPRESENTATIVE DUTIES:
(Not in order of importance)

- Responds to facility maintenance emergencies during and outside of business hours; directs and delegates the duties of personnel in emergency response dealing with facility maintenance emergencies vital to public safety.

- Organizes and directs operations and activities involved in the cleaning, maintenance, and repair of County buildings, facilities, and equipment; assists in assuring related functions comply with established laws, codes, rules, regulations, policies, and procedures.

- Coordinates personnel, communications, and information to meet County needs and assure smooth and efficient activities; confers with County staff regarding custodial and maintenance needs, projects, and work order status; assures proper and timely resolution of custodial and maintenance issues.

- Trains and evaluates the performance of assigned staff; interviews and selects employees; and recommends transfers, reassignment, termination, and disciplinary actions; assigns employee duties and reviews work to assure compliance with established guidelines and procedures.
• Monitors progress of custodial, maintenance and repair projects; inspects completed projects for accuracy, completeness, and compliance with established work orders and specifications; reviews reports and work orders to determine material, labor, equipment, and time requirements.

• Coordinates activities to assure County facilities are cleaned and maintained in a safe and orderly condition; receives, processes, and prioritizes work orders; oversees preventative maintenance functions; coordinates response to emergency custodial and maintenance needs.

• Participates in the development and implementation of major custodial and maintenance projects; coordinates projects with vendors and outside contractors; reviews work of outside contractors to assure compliance with established standards, contracts, and specifications.

• Prepares and distributes a variety of correspondence in the coordination of custodial and maintenance activities; assists with the preparation of contract specifications as requested; reviews, interprets, and recommends changes to project plans, blueprints, and specifications.

• Serves as a technical resource to County personnel staff concerning cleaning, maintenance and repair operations, projects, and activities; responds to inquiries and provides detailed and technical information regarding related laws, codes, regulations, policies, and procedures.

• Prepares and maintains a variety of reports, records, and files related to work orders, projects, financial activity, inventory, inspections, personnel staff, attendance, accidents, and assigned duties; reviews subordinate time sheets and accident reports to assure accuracy and completeness.

• Assists in the development and preparation of the annual preliminary budget for custodial and maintenance functions; reviews and evaluates budgetary and financial data; controls and authorizes expenditures in accordance with established limitations.

• Communicates with County personnel staff, outside organizations, and the public to exchange information, coordinate activities, and resolve issues or concerns.

• Operates a variety of equipment, including office equipment, two-way radio, computer and assigned software, including a computerized maintenance management system (CMMS); drives a vehicle to conduct work; operates the computerized energy management control system according to established procedures.

• Monitors and assures adequate levels of maintenance and custodial equipment and supplies; coordinates the purchase of equipment and supplies as appropriate; prepares purchase requisitions and process invoices.
• Attends and conducts a variety of meetings as assigned.
• Performs related duties as required.

EMPLOYMENT STANDARDS:

Knowledge of:

• Organization and direction of operations and activities involved in the cleaning, maintenance and repair of County buildings, facilities, and equipment.
• Proper methods, techniques, materials, tools, and equipment used in modern custodial work and building maintenance trades.
• Requirements of maintaining buildings, facilities, and equipment in good repair.
• Applicable building codes, ordinances, requirements, regulations, and safety precautions.
• Inventory practices and procedures.
• Requirements of maintaining buildings in a safe, clean, and orderly condition.
• Policies and objectives of assigned programs and activities.
• Basic budget preparation and control.
• Oral, Verbal and written communication skills.
• Principles and practices of supervision and training.
• Interpersonal skills using tact, patience and courtesy.
• Operation of a computer and assigned software.
• Technical aspects of field of specialty.
• Legally-mandated safety programs.

Ability to:

• Organize and direct operations and activities involved in the cleaning, maintenance and repair of County buildings, facilities and equipment.
• Coordinate personnel/staff, communications, and information to meet County needs and assure smooth and efficient activities.
• Train and evaluate the performance of assigned personnel/staff.
• Inspect projects for accuracy, completeness, and compliance with established specifications.
• Estimate material, labor, equipment, and time requirements.
• Monitor and assure adequate levels of maintenance and custodial equipment and supplies.
• Communicate effectively both orally and in writing.
• Use various radio equipment to communicate to facility maintenance personnel.
• Interpret, apply, and explain rules, regulations, policies, and procedures.
• Establish and maintain cooperative and effective working relationships with others. Work effectively and maintain positive working relationships with others, including those of diverse perspectives using interpersonal skills such as listening, speaking, advisory, mediation, reconciliation, and consensus-building.
• Operate a computer and assigned office equipment and computer applications.
• Determine appropriate action within clearly defined guidelines.
• Meet schedules and timelines.
• Work independently with little direction.
• Plan and organize work.
• Prepare records and reports related to assigned activities.
• Plan, implement, and monitor State and federally mandated safety programs.

**EDUCATION AND EXPERIENCE:**

Graduation from an accredited four-year college or university with a bachelor’s degree in business administration or a closely related field. (Job-related experience may substitute for the required education on a year-for-year basis.) In addition, one year of experience in a supervisory position for a crew of building maintenance/custodial personnel.

A minimum of three years of supervisory experience and:

1. Graduation from High School or GED and six years of skilled maintenance experience in a variety of building trades, or
2. A combination of education, training, and experience that provides the required knowledge and abilities and is equivalent to the employment standard listed above.
LICENSES AND CERTIFICATES:
Certain positions within this classification may require driving. When driving is an essential function of the position, a valid CALIFORNIA driver license will be required at the time of appointment and must be maintained throughout employment.

OTHER CONDITIONS OF EMPLOYMENT:
Employees in this classification may be required to work holidays, weekends, and irregular hours.

Must pass the County physical exam required for this position.

Must successfully pass a comprehensive law enforcement security background check.

SPECIAL SUBCLASS RECRUITMENT:
This class specification generally describes the duties and responsibilities characteristic of the positions(s) within this class. The duties of a particular position within a multi-position class may vary from the duties of other positions within the class. Accordingly, the essential functions of a particular position (whether it be a multi-position class or a single-position class) will be identified and used by medical examiners and hiring authorities in the selection process. If you have any questions regarding the duties or the working conditions of the position, please contact the Human Resources Department at 805.781.5959.

Adopted: 12-19-01
Revised: 02-25-04
HUMAN RESOURCES DEPARTMENT
County of San Luis Obispo

BUILDING MAINTENANCE MANAGER

DEFINITION:
Under general direction, organizes and directs operations and activities involved in the maintenance and repair of County buildings, facilities, and equipment; coordinates staff, communications, and information to meet County needs and assure smooth and efficient activities; trains and evaluates the performance of assigned staff.

REPRESENTATIVE DUTIES:
(Not in order of importance)

- Responds to facility maintenance emergencies during and outside of business hours; directs and delegates staff duties in emergency response dealing with facility maintenance emergencies vital to public safety.
- Organizes and directs operations and activities involved in the maintenance and repair of County buildings, facilities, and equipment; assists in assuring related functions comply with established laws, codes, rules, regulations, policies, and procedures.
- Coordinate staff, communications, and information to meet County needs and assure smooth and efficient activities; confers with County staff regarding maintenance needs, projects, and work order status; ensures proper and timely resolution of maintenance issues.
- Trains and evaluates the performance of assigned staff; interviews and selects employees; recommends transfers, reassignment, termination, and disciplinary actions; assigns employee duties and reviews work to assure compliance with established guidelines and procedures.
- Monitors progress of maintenance and repair projects; inspects completed projects for accuracy, completeness, and compliance with established work orders and specifications; reviews reports and work orders to determine material, labor, equipment, and time requirements.
• Coordinates activities to assure County facilities are maintained in a safe and orderly condition; receives, processes, and prioritizes work orders; oversees preventative maintenance functions; coordinates response to emergency maintenance needs.

• Participates in the development and implementation of major maintenance projects; coordinates projects with vendors and outside contractors; reviews work of outside contractors to assure compliance with established standards, contracts, and specifications.

• Prepares and distributes a variety of correspondence in the coordination of maintenance activities; assists with the preparation of contract specifications as requested; reviews, interprets, and recommends changes to project plans, blueprints, and specifications.

• Serves as a technical resource to County staff concerning maintenance and repair operations, projects, and activities; responds to inquiries and provides detailed and technical information regarding related laws, codes, regulations, policies, and procedures.

• Prepares and maintains a variety of reports, records, and files related to work orders, projects, financial activity, inventory, inspections, staff, attendance, accidents, and assigned duties; reviews subordinate time sheets and accident reports to assure accuracy and completeness.

• Develops and prepares the annual preliminary budget for maintenance functions; reviews and evaluates budgetary and financial data; controls and authorizes expenditures in accordance with established limitations.

• Communicates with County staff, outside organizations, and the public to exchange information, coordinate activities, and resolve issues or concerns.

• Operates a variety of equipment, including office equipment, two-way radio, and assigned software including, a computerized maintenance management system (CMMS); drives a vehicle to conduct work; operates the computerized energy management control system according to established procedures.

• Monitors and ensures adequate levels of maintenance equipment and supplies; coordinates the purchase of equipment and supplies as appropriate; prepares purchase requisitions and process invoices.

• Attends and conducts a variety of meetings as assigned.

• Performs related duties as required.

EMPLOYMENT STANDARDS:
**Knowledge of:**

- Organization and direction of operations and activities involved in the maintenance and repair of County buildings, facilities, and equipment
- Proper methods, techniques, materials, tools, and equipment used in modern building maintenance trades
- Requirements of maintaining buildings, facilities, and equipment in good repair
- Applicable building codes, ordinances, requirements, regulations, and safety precautions
- Inventory practices and procedures
- Requirements of maintaining buildings in a safe, clean, and orderly condition
- Policies and objectives of assigned programs and activities
- Basic budget preparation and control
- Verbal and written communication skills
- Principles and practices of supervision and training
- Technical aspects of field of specialty
- Legally mandated safety programs

**Ability to:**

- Coordinate staff, communications, and information to meet County needs and assure smooth and efficient activities
- Train and evaluate the performance of assigned staff
- Inspect projects for accuracy, completeness, and compliance with established specifications
- Estimate material, labor, equipment, and time requirements
- Monitor and assure adequate levels of maintenance equipment and supplies
- Communicate effectively both verbally and in writing
- Use various radio equipment to communicate to facility maintenance staff
- Interpret, apply, and explain rules, regulations, policies, and procedures
- Work effectively and maintain positive working relationships with others, including those of diverse perspectives using interpersonal skills such as listening, speaking, advisory, mediation, reconciliation, and consensus-building
- Operate a computer and assigned office equipment and computer applications
• Determine appropriate action within clearly defined guidelines
• Meet schedules and timelines
• Work independently with little direction
• Plan and organize work
• Prepare records and reports related to assigned activities
• Plan, implement, and monitor State and federally mandated safety programs

EDUCATION AND EXPERIENCE:
A minimum of three years of supervisory experience and:

1. Graduation from High School or GED and six years of skilled maintenance experience in a variety of building trades, or
2. A combination of education, training, and experience that provides the required knowledge and abilities and is equivalent to the employment standard listed above.

LICENSES AND CERTIFICATES:
Certain positions within this classification may require driving. When driving is an essential function of the position, a valid CALIFORNIA driver license will be required at the time of appointment and must be maintained throughout employment.

OTHER CONDITIONS OF EMPLOYMENT:
Employees in this classification may be required to work holidays, weekends, and irregular hours.

Must successfully pass a comprehensive law enforcement background investigation.

SPECIAL SUBCLASS RECRUITMENT:
This class specification generally describes the duties and responsibilities characteristic of the positions(s) within this class. The duties of a particular position within a multi-position class may vary from the duties of other positions within the class. Accordingly, the essential functions of a particular position (whether it be a multi-position class or a single-position class) will be identified and used by medical examiners and
hiring authorities in the selection process. If you have any questions regarding the duties or the working conditions of the position, please contact the Human Resources Department at 805.781.5959.

Adopted: 12-19-01
Revised: 02-25-04
SUPERVISING CUSTODIAN

DEFINITION:
Under general direction, supervises and directs custodial staff assigned to the Facility Services Custodial unit of the Facility Services Division within the General Services Agency Public Works Department; may be required to perform custodial work and other related duties as assigned.

REPRESENTATIVE DUTIES:
(Not in order of importance)

- Organizes and directs assigned custodial staff assigned to County facilities and other clients.
- Oversees daily operations of the work group.
- Determines cleaning supply requirements and ensures distribution.
- Facilitates the custodial training program for all new custodial employees; provides ongoing training as needed.
- Supervises and evaluates the performance of assigned staff; interviews and selects employees and recommends appointments, transfers, reassignments, terminations, and disciplinary actions; establishes work schedules, assigns employee duties and reviews work to ensure accuracy, completeness, and compliance with established standards, requirements, and procedures.
- Assigns County vehicles, custodial equipment, and related supplies to custodial staff.
- Creates reports and maintains records of custodial service activities.
- Responds to work orders and inspects the work of custodial staff to ensure compliance with established standards.
- Drives County vehicles to service facilities and pick-up or deliver supplies.
- May act for supervisor in his or her absence as directed.
• Performs related duties as required.

EMPLOYMENT STANDARDS:

Knowledge of:
• Modern methods, supplies, and equipment used in cleaning and maintaining office and other complex building areas
• Safe working methods and procedures
• Accepted practices of employee supervision and evaluation
• Training and certification requirements for custodial work
• Productivity, quality, and safety standards for custodians
• Interpersonal skills using tact, patience, and courtesy

Ability to:
• Organize and direct the work of others to ensure effective results
• Establish and maintain effective working relationships with those contacted in the course of work
• Maintain reports and records; analyze operations and assign work
• Accurately estimate time and materials for custodial operations
• Communicate effectively both orally and in writing
• Foster a spirit of teamwork and support when interacting with staff and others
• Operate a computer and/or assigned office equipment and computer applications
• Maintain a safe and orderly work area
• Supervise, train, and evaluate the performance of assigned personnel

EDUCATION/EXPERIENCE:

A combination of education, training, and experience that provides the required knowledge and abilities listed. This may include:

Graduation from High School or GED. In addition,

AND:
Three years of responsible experience in custodial work in multi-office public-use buildings.

Successful completion of a basic Supervisory training course is required within six months of appointment.

LICENSES AND CERTIFICATES:

A valid driver license is required at the time of application. A valid CALIFORNIA driver license is required at the time of appointment and must be maintained throughout employment.

OTHER CONDITIONS OF EMPLOYMENT:

Employees in this classification may be required to work holidays, weekends, and irregular hours. Must pass a background and law enforcement security check for this position.

This class specification generally describes the duties and responsibilities characteristic of the position(s) within this class. The duties of a particular position within a multi-position class may vary from the duties of other positions within the class. Accordingly, the essential duties of a particular position (whether a multi-position class or a single-position class) will be identified and used by medical examiners and hiring authorities in the selection process. If you have any questions regarding the duties or the working conditions of the position, please contact the Human Resources Department at 805.781.5959.

Adopted: 1-22-97
Revised: 6-28-00
Revised: 11-18-09 (Replaces Supervising Custodial Leadworker)
BOS Approved: 1-26-10
SUPervising Custodian

DEFINITION:
Under general direction, supervises and directs custodial staff assigned to the Custodial Division within the Public Works Department; may be required to perform custodial work.

REPRESENTATIVE DUTIES:
(Not in order of importance)
- Organizes and directs assigned custodial staff to County facilities and other clients.
- Oversees daily operations of the work group.
- Determines cleaning supply requirements and ensures distribution.
- Facilitates the custodial training program for all new custodial employees; provides ongoing training as needed.
- Supervises and evaluates the performance of assigned staff; establishes work schedules; assigns employee duties and reviews work to ensure accuracy, completeness, and compliance with established standards, requirements, and procedures.
- Assigns County vehicles, custodial equipment, and related supplies to custodial staff.
- Creates reports and maintains records of custodial service activities.
- Responds to work orders and inspects the work of custodial staff to ensure compliance with established standards. Drives County vehicles to service facilities and pick-up or deliver supplies.
- May act for supervisor in their absence as directed.
- Performs related duties as required.

EMPLOYMENT STANDARDS:
Knowledge of:
- Modern methods, supplies, and equipment used in cleaning and maintaining office and other complex building areas
- Safe working methods and procedures
- Accepted practices of employee supervision and evaluation
Training and certification requirements for custodial work
Productivity, quality, and safety standards for custodians
Interpersonal skills using tact, patience, and courtesy

Ability to:
Organize and direct the work of others to ensure effective results
Establish and maintain effective working relationships with those contacted in the course of work
Maintain reports and records; analyze operations and assign work
Accurately estimate time and materials for custodial operations
Communicate effectively both verbally and in writing
Foster a spirit of teamwork and support when interacting with staff and others
Operate a computer and assigned office equipment and computer applications
Maintain a safe and orderly work area
Supervise, train, and evaluate the performance of assigned staff

EDUCATION/EXPERIENCE:
A combination of education, training, and experience that provides the required knowledge and abilities listed. This may include:

Graduation from High School or GED.

AND;

Three years of responsible experience in custodial work in multi-office public-use buildings.

LICENSES AND CERTIFICATES:
A valid driver license is required at the time of application. A valid CALIFORNIA driver license is required at the time of appointment and must be maintained throughout employment.

OTHER CONDITIONS OF EMPLOYMENT:
Employees in this classification may be required to work holidays, weekends, and irregular hours. Must pass a background and law enforcement security check for this position.
This class specification generally describes the duties and responsibilities characteristic of the position(s) within this class. The duties of a particular position within a multi-position class may vary from the duties of other positions within the class. Accordingly, the essential duties of a particular position (whether a multi-position class or a single-position class) will be identified and used by medical examiners and hiring authorities in the selection process. If you have any questions regarding the duties or the working conditions of the position, please contact the Human Resources Department at 805.781.5959.

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Proposed Organizational Chart

Public Works - Facilities