
	JUDICIARY OF GUAM	HUMAN RESOURCES DEPARTMENT JOB STANDARD
CLASSIFICATION TITLE: FACILITIES MAINTENANCE AUDIO/ SECURITY SYSTEMS SUPERVISOR		EFFECTIVE DATE: October 2017
PAY GRADE: N	TOTAL HAY EVALUATION POINTS: 406	POSITION STATUS: [X] Classified [] Unclassified [X] FT [] PT
FLSA CATEGORY: [X] Exempt [] Non-Exempt		EEO CATEGORY: SERVICE/MAINTENANCE
REPORTS TO: Facilities Maintenance Superintendent		APPROVED BY: 

NATURE OF WORK:

This position maintains the Judiciary's audio visual, communications, security systems, and equipment. Duties include employee supervision and assigning work to building maintenance staff; performing journey-level systems maintenance; servicing and repairing facility communications; security and audio visual operating systems; development and maintenance of Facilities work order management module.

ESSENTIAL FUNCTIONS: (This is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the incumbent for this position. Duties, responsibilities and activities may change at any time with or without cause.)

Provides day-to-day hands-on supervision of maintenance employees; assigns and oversees completion of work.

Assists in maintaining a safe and healthy work environment for all employees in the Judiciary buildings and grounds.

Assists the Superintendent in hiring, training, evaluating and disciplining maintenance workers.

Assists the Superintendent in developing and establishing policies, objectives and systems consistent with achievement of overall goals, objectives and strategic plans; shares responsibility with the Superintendent of unannounced after-hour visits to building and responsibility for 24-hour coverage of monitoring of communication, security and audio visual systems; and assists staff during equipment and/or power failure or security breach and other duties as assigned.

Tests, repairs, replaces equipment and tools; and inspects equipment systems for proper and safe performance.

Performs electrical, audio visual, security system and communication systems tasks, and miscellaneous other copier trouble shooting and repair functions.

Keeps inventory of supplies, tools and equipment used in the upkeep of the building systems and makes recommendations on necessary procurement.

Ensures building systems satisfies legal standards, including all applicable federal, and local laws, codes, regulations, etc., pertaining to public facilities, property ownership, etc. and move and/or set up furniture.

Assists Superintendent in developing budget for the Supreme Court building and in planning for long-term update and replacement of systems projects, and interface with those involved in such renovations and projects.

Monitors and maintains records of all work orders including supplies, consumables, and non-computer related equipment purchased for use by the Facilities Maintenance Section.

Maintains the Judiciary of Guam facilities as a safe and secure environment for employees, families and other individuals served by the Courts.

Coordinates safety activities on behalf of the Judiciary.

Establishes and enforces operating procedures related to facilities management, including communication, copier, security and access systems and the management of essential courtroom audio visual systems.

Prepares reports and fiscal documents as required or requested by the Judiciary.

Oversees preventive maintenance activities and work orders system related to integrated security systems and/or security services, plumbing, electrical, janitorial services, HVAC, elevator and overall maintenance of buildings, grounds and parking areas.

Prepares, staffs, and oversees facility emergency preparedness preparations and post event evaluations.

Adheres to and complies with all promulgated policies, standards, and codes of ethical conduct.

Performs other related duties as required.

MINIMUM KNOWLEDGE, ABILITIES & SKILLS:

Knowledge of technology, design, and construction requirements, including voice and data systems; integrated security systems; heating, ventilation and air conditioning (HVAC), plumbing, and mechanical installations; power, low voltage, and lighting systems; space requirements for public use buildings.

Knowledge of security, fire alarm, access control, sound recording, closed circuit television, and video conferencing equipment servicing and installation.

Knowledge of OSHA, Americans with Disabilities Act (ADA) laws, rules and regulations; local building codes, fire codes for public buildings; masonry, and general site conditions.

Knowledge of principles and practices of public and court administration; basic contract law; and Judiciary Personnel Rules and Regulations.

Knowledge of supervisory techniques, coaching, performance evaluations, hiring, training, and discipline.

Ability to communicate effectively with a variety of individuals from construction workers to judicial officers and legislators.

Ability to organize, maintain and update a variety of detailed and complex records.

Ability to accurately read and understand architectural drawings and specifications in order to assist in planning, design and development of major facility construction projects.

Ability to effectively manage time and resources; manage projects, including setting goals and objectives; develop and maintain public relations.

Ability to communicate effectively, establish, and maintain cooperative working relationships with employees, contract staff and a variety of customers.

Ability to address and resolve facility related issues.

Ability to prepare various reports and maintain a variety of records.

MINIMUM EDUCATION, EXPERIENCE & TRAINING:

Graduation from high school or GED equivalent; plus five (5) years of progressively responsible work experience in planning, directing, and coordinating building construction, preventive maintenance, and facilities management, inclusive of one (1) year of supervisory experience.