MARCH 2023
REVISED: FEBRUARY 2025
FLSA: NON-EXEMPT
CLASS CODE: 90656

FACILITIES SPECIALIST

DEFINITION

Under general supervision, assists with the planning, coordination and performance of facilities support and maintenance services, including the Court's safety, security, and emergency response preparedness programs.

SUPERVISION RECEIVED AND EXERCISED

The incumbent receives general supervision from the Business Services Manager, and exercises no direct supervision of staff.

CLASS CHARACTERISTICS

This is a single position classification that performs a wide range of services related to facilities support and maintenance, and the Court's safety, security, and emergency response preparedness programs. The incumbent performs a wide variety of facilities support and maintenance duties and provides assistance in maintaining, and developing the Court's safety, security, and emergency response preparedness programs. The incumbent exercises independent judgment and performs a broad range of duties in assisting the Business Manager.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Under the supervision of the Business Services Manager, assists with the planning, coordination and performance of the day-to-day operations of the Court's facilities support services, including the safety, security, and emergency response preparedness programs.
- Performs a wide variety of facilities support services, including records management, mail distribution, warehouse maintenance and inventory, materials and equipment transport and routine building maintenance.
- Performs routine repairs and maintenance on furniture, facilities, and equipment; repairs may involve routine electrical, plumbing, heating and ventilation, paint, and carpentry work.
- Assists in the development of Courtwide and site-specific emergency plans, policies, and procedures, including building evacuation plans, Continuity of Operations Plans (COOP), and emergency response plans; ensures that plans are compliant with the Americans with Disabilities Act (ADA), and they are regularly updated. Develops and maintains the court-wide emergency notification system.
- Coordinates and conducts staff training for all Court personnel on Court safety and security policies and procedures, and in emergency preparedness, response, and recovery; assesses Courtwide training needs and develops training programs.
- Reviews, implements, maintains, and monitors security and safety programs, procedures, manuals, and education materials designed to achieve compliance with Rules of Court, state, federal and local laws and regulations.

- Conducts security and safety inspections and assessments of, in and around court facilities; identifies and resolves problems related to safety, security, and emergency response.
- Coordinates and oversees Court private security contractor operations at all Court locations, and ensures Court contractors follow proper weapons screening and courtroom attendant policies and procedures.
- Maintains the Court's weapons screening equipment and security equipment maintenance programs.
- Acts as a safety and security liaison between the Court, all law enforcement agencies, governmental agencies, emergency response agencies, and private security contractors; confers with state and federal emergency management representatives in supporting Court emergency activities; assures conformity of Court emergency programs with state and federal requirements.
- Receives and reviews Court security video requests, and upon approval of the Court Executive Officer or designee, utilizes the Court's CCTV system to pull security video footage.
- Monitors and maintains records related to court-wide security and safety training, alarm systems, emergency preparedness, and security equipment.
- Assists the Court Americans with Disability Act (ADA) Coordinator with requests by Court users for accommodations under ADA.
- Receives, logs, reviews, and analyzes security and safety (accident) incident reports, including gathering facts and data related to the incident, submitting reports as required by the Judicial Council's Risk Management and Security Programs, and providing recommendations of potential corrective and preventative action to the Business Services Manager.
- Receives and reviews facility access requests and forwards requests to the Court Executive Officer for approval; coordinates approved access requests with the Facilities Coordinator.
- Stocks and maintains disaster preparedness-related supplies and equipment and schedules regular testing to ensure operational efficiency.
- Assists in seeking grant opportunities and preparing grant applications related to safety and security.
- Evaluates and ensures Court staff has required and/or necessary personal protective equipment (PPE).
- Operates a computer and a variety of other office equipment.
- Reports safety, sanitary, and fire hazards to appropriate personnel; reports need for maintenance and repairs to appropriate authority.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Operates a variety of hand and power tools and equipment related to work assignment as instructed; reads blueprints and assembly documents.
- Maintains work areas in a clean and orderly condition, including securing equipment at the close of the workday.
- Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Emergency services program development and evaluation.
- Safety and Security principles and practices and protocols.
- State and federal laws and ordinances related to local and regional disaster preparedness, response and recovery.
- The Americans with Disabilities Act.
- Technology, trends and techniques in the areas of security, safety, emergency and disaster preparedness, response, relief and recovery.

- Methods, materials, and equipment used in basic and preventative building maintenance.
- Proper storekeeping methods and the safe usage of light to medium equipment and vehicles.
- Basic principles and procedures of record keeping.
- Safe work methods and safety practices pertaining to the work;
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and Court staff.

Ability to:

- Understand and utilize technical equipment and programs necessary to operate Court security and safety programs.
- Competently use communication systems, computers, display systems, and software programs.
- Provide assistance in organizing, coordinating, and evaluating functions of an emergency preparedness, recovery and response operation.
- Assist in the coordination of emergency services and recovery of court operations in an actual emergency or disaster situation.
- Assist in determining emergency service and disaster preparedness program objectives and priorities to achieve an integrated, focused approach to achieve those objectives.
- Assist in formulating and implementing policies, plans and procedures for monitoring and reviewing emergency responses in a time of disaster; analyze and evaluate statistical data and reports related to emergency services, and prepare related periodic reports required by county, state and federal agencies.
- Apply and explain Court policies, state and federal legislation related to emergency and security services.
- Effectively train and motivate staff to comply with Court security and safety protocols, procedures and policies.
- Keep informed of new technology, trends and techniques in the areas of security, emergency response and disaster relief and recovery.
- Use a variety of communication methods to negotiate and gain acceptance, cooperation, and agreement of plans, activities and programs.
- Use, operate, and maintain a variety of maintenance equipment, small hand and power tools.
- Understand and carry out a variety of complex instructions in a responsible and independent manner.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required knowledge, skills and abilities would be:

Equivalent to an associate's degree from an accredited college or university with major coursework in emergency management, criminal justice, law enforcement, risk management, business or public

administration, or a closely related field, and three (3) years of full-time work experience performing facilities support duties, or assisting with the coordination and operations of a safety, security, or emergency preparedness program.

Substitution: (1) Additional year of experience involving either facilities support, security, safety and risk management may substitute for the required education on a year-by-year basis; OR (2) Certification in the areas of safety, risk and emergency response may be substituted for two years of the work experience.

Experience and education in law enforcement, fire safety and risk management are highly desirable.

Licenses and Certifications:

- Possession of, or ability to obtain and maintain a valid California Class C Driver's License and a satisfactory driving record is required. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

PHYSICAL DEMANDS

Must possess mobility to work in various Court buildings and facilities; strength, stamina, and mobility to perform light to medium physical work, to operate a motor vehicle, and to operate varied hand and power tools and related equipment; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in buildings and facilities and are occasionally exposed to loud noise levels, controlled temperatures, confined workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.