

CITY OF REDWOOD CITY FACILITY LEADER

DEFINITION

To oversee Facility Aides in the maintenance of facilities; schedule and coordinate court referral program volunteer staff; and to perform a variety of maintenance and custodial duties.

DISTINGUISHING CHARACTERISTICS

This is a lead level class in the Facility Aide class series. The Facility Leader oversees the work of assigned Facility Aides and may be assigned responsibility for special problems such as the court referral volunteer program.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a managerial or supervisory position.

Exercises functional responsibility for assigned Facility Aides and volunteer staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Responsible for all scheduling at the Center including: upkeep of facility use calendar, receipt of all applications and confirmation notices, explanation of Center policies to private users, set up of rooms.

Schedule and supervise facility aides to insure that the building is adequately covered with respect to security, maintenance and other requirements at all times.

Act as City liaison with the County Court Ordered Work Program including: assignment of volunteers to FOCC or other City Department, maintenance of time records which may require court appearance and/or affidavits, supervision of volunteers in special City projects as directed.

Perform or arrange for the repair and upkeep of the facility and its equipment.

Answer phones and meet with the public providing information on Center policies and procedures.

Make recommendations on equipment needed and projects needs for budget purposes.

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Work with other agencies in the planning and coordination of special events for the general public.

Respond to calls from the Police Department with respect to security lapses at the Center.

Coordinate the delivery of surplus commodities to the Center.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Use and operation of a variety of hand and power tools.

Maintenance procedures.

Safe work practices.

Principles and practices of supervision.

Methods, materials, tools, and equipment used in custodial work.

Techniques for scheduling and reviewing work assignments.

Ability to:

Understand and carry out both oral and written directions.

Establish and maintain effective work relationships with a variety of groups and individuals.

Oversee the work of others, including City staff and volunteers.

Communicate effectively, orally and in writing.

Deal tactfully with the public.

Perform minor maintenance functions.

Keep research and prepare reports.

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Physical Characteristics:

Must be able to perform heavy manual labor and be in sufficiently good health to perform job duties.

Experience and Education:

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

Experience:

Two years similar to that of a Facilities Aide in the City of Redwood City.

Education:

Equivalent to the completion of the twelfth grade.

License or Certificates:

Possession of, or ability to obtain, an appropriate, valid California Driver's License.

Effective Date: February, 1985

Bargaining Group: Service Employees' International Union - Local 715