

Code: 2192

Title: SERVICES CONTRACT SPECIALIST

SUMMARY: Administers specialized maintenance and service contracts with county departments and outside vendors and has direct supervision of county employees engaged in custodial, housekeeping and minor maintenance duties at assigned facilities. This is distinguished from the Facilities Management Services Coordinator classification which is responsible for the overall operation and maintenance of buildings owned or leased by the county. This also differs from the Security Services Coordinator which contracts for county building and facility security, and develops, coordinates and implements security and emergency procedures for Pima County buildings/facilities.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor)

Researches information and data for development of contract specifications and reviews contracts of other jurisdictions for changes/additions to contract specifications;
Monitors performance of outside contractors and subcontractors who provide maintenance services including, but not limited to custodial, pest control, landscaping, irrigation, refuse removal, restoration and uniform services and window cleaning;
Prepares detailed, written inspection reports on deficient quality and frequency levels of contractor services and recommends corrective actions to contractor;
Prepares directive letters for Facilities Management to contractors regarding contract compliance;
Plans, organizes, schedules and assigns work to county employees;
Trains and evaluates assigned staff;
Conducts on-site inspections of assigned facilities and grounds as requested, including both new and proposed Pima County sites;
Recommends/requests minor repairs, painting and remodeling of assigned county-owned/leased facilities;
Recommends contract changes to county departments and contractors based on observable needs;
Analyzes contracts to determine requirements and develops a list of items to be checked during inspections to insure compliance;
Prepares bid specifications and cost analysis for the department in contracting outside vendors;
Meets with contractors to discuss and resolve issues concerning contractual non-compliance and problems with contracts;
Ensures contract compliance and approves payment for contractor billings;
Meets and/or corresponds with other departments and outside vendors to assess the facility requirements for the variety of contracted services as listed above;
Interacts with the county legal staff and procurement to obtain legal review and approval for contracts;
Assists with the development of the departmental budget by providing cost analyses and monitoring expenditures in accordance to the contract terms for all contracts under specialist's responsibilities;
Develops cost estimates for new projects and contract renewals, determines number of man-hours required to accomplish various tasks and application of living wage where applicable;
Identifies issues and prepares reports concerning various aspects of contract oversight, assisting in the development of procedures pertaining to building services;
Creates and maintains documentation in manual and automated systems;
Administers employee uniform contract for Facilities Management;

Maintains complete current listing of material safety data sheets (MSDS) sheets for all chemical products used by contractors and county employees under supervision and understands labeling requirements used in inspecting for compliance;

Participates in Facilities Management's safety committees;

Interprets blueprints and plans to evaluate placement of janitorial closets, sinks, location of water, etc. for proposed construction and remodels.

KNOWLEDGE & SKILLS:

Knowledge of:

- county contracting policies and procedures;
- facilities/grounds maintenance and management;
- Pima County Merit System Rules, Personnel Policies/Procedures and relevant county administrative policies;
- facilities/grounds inspection standards;
- budgeting, costing and report writing;
- potentially hazardous materials used or encountered by contractors and county employees and relevant county, state and federal safety procedures;
- OSHA requirements for facility/grounds maintenance activities;
- principles and practices of employee supervision, training and evaluation;
- principles and practices of Integrated Pest Management and state requirements;
- industrial custodial practices
- termite treatment and application requirements specific to county contracts;
- Arizona State Structural Pest Control Commission and Joint Commission for the Accreditation of Health Care Organizations (JAHCO) requirements as related to county contracts.
- special procedures required for the proper care of building and landscape, infrastructure items such as rubber tile, asbestos, marmoleum, tree trimming and selection of appropriate termite treatment;
- training requirements for contract services and assigned county employees including use of specific chemicals, product labeling, specialized clinic/nursing home requirements.

Skill in:

- researching, reviewing and rewriting maintenance contracts and reports;
- inspecting facilities and grounds to determine compliance with contract requirements, or work assignments by county employees;
- preparing contract specifications;
- supervising, assigning work to and evaluating employee performance;
- communicating effectively, both orally and in writing;
- developing and maintaining working relationships with others;
- resolving compliance issues both orally and in writing with affected contractors, service providers and serviced facilities;
- reviewing work practices and products of others to ensure conformance to standards and compliance with Occupational Safety and Health Administration (OSHA) and other standards.

MINIMUM QUALIFICATIONS:

EITHER:

(1) Three years of experience managing/coordinating facilities services/maintenance contracts and one year of supervisory experience (which may be concurrent with cited experience).

OR:

(2) An Associate's degree from an accredited college or university with a major in public or business administration, management, engineering, procurement, contracting or accounting and one year of experience managing/coordinating facilities services/maintenance contracts plus one year of supervisory experience (which may be concurrent with cited experience).

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions may require a current Arizona class D drivers license at the time of appointment or prior to completion of initial/promotional probation.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

Revised 8/05/09(lg)