

## **PALOMAR COMMUNITY COLLEGE DISTRICT**

### **SUPERVISOR, BUILDING SERVICES**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

#### **DEFINITION**

Direct and schedule comprehensive maintenance, repair, alteration and construction activities and operations for District buildings, equipment and facilities; inspect facilities and consult with maintenance personnel, District administrators and contractors to coordinate and prioritize work projects; assist in the formulation of preventive and deferred maintenance plans and projects; assign, review and evaluate the work of assigned maintenance personnel involved in skilled building maintenance assignments and projects.

#### **SUPERVISION RECEIVED AND EXERCISED**

This position receives direction from the Director of Facilities and exercises supervision over assigned staff.

#### **ESSENTIAL FUNCTION STATEMENTS**

*Essential duties and other important responsibilities/duties may include, but are not limited to, the following:*

1. Direct and schedule comprehensive maintenance, repair, alteration and construction activities and operations in the building trades, including plumbing, electrical, heating, ventilation, air conditioning, painting, locksmithing and welding; assure the proper and efficient maintenance and repair of District buildings and facilities.
2. Inspect District buildings, equipment, utility systems and facilities to determine needed maintenance and repair, to review work in progress and to assure proper completion of work orders and contracts.
3. Consult with District maintenance personnel, administrators and outside contractors to coordinate, prioritize and schedule work projects; provide cost estimates of major alterations including time, labor and materials.
4. Interview, assist in the selection, train, supervise and evaluate the performance of assigned staff; assign and review work; discipline employees as appropriate in accordance with District policies and procedures.
5. Develop and prepare work schedules; review maintenance reports and work orders to determine materials, labor and time requirements; prioritize and coordinate duties and assignments to assure effective workflow and to facilitate operations.
6. Communicate and coordinate with school administrators and faculty to schedule work projects to cause minimal disturbance and inconvenience to classes and school activities.

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7. Conduct inspections and recommend the removal of fire, safety or health hazards; instruct staff in safe and proper work practices.
8. Operate a variety of equipment including a personal computer and various testing equipment; operate and train maintenance personnel in the safe and proper operation, maintenance and storage of equipment and tools.
9. Participate in the establishment and implementation of an effective and systematic preventive maintenance program; investigate vandalism as necessary.
10. Meet with outside contractors to formulate work projects and to conduct site inspections; develop specifications for bids; obtain verbal quotes and evaluate written bids from contractors; recommend the award of contracts for construction, alteration and repair projects; inspect completed work and work in progress to assure compliance with specifications and applicable laws, codes and regulations.
11. Assist in the development, monitoring and control of section budget; assist in determining needed equipment, materials and supplies for District maintenance operations; requisition a wide variety of supplies, maintenance tools and equipment; assure proper receipt of ordered materials; assure proper inventory levels of parts and materials are maintained.
12. Communicate with vendors, contractors, engineers and State and County inspectors regarding maintenance operations and activities, materials, specifications, scheduling and District policies and procedures.
13. Assist in the coordination of large projects, including deferred maintenance, capital improvement construction projects, energy conservation, building rehabilitation, asbestos removal and additions and alterations to buildings.
14. Read and interpret building plans, blueprints and specifications and assure conformance with building and safety codes, regulations and requirements; maintain current knowledge of building, fire and safety codes.
15. Prepare and maintain records, files, logs and reports related to personnel, inventory, preventive maintenance, MSDS documentation, training, supplies, work requests, work performed and accident and safety issues.
16. Support, implement and promote compliance with the District's Staff Diversity and Affirmative Action Plan in all aspects of employment and education; encourage cultural and ethnic diversity in staffing, curriculum, programs and services.
17. Assure compliance with the District's Injury and Illness Prevention Program by providing motivation, incentives and discipline to assigned staff; maintain a safe work environment, enforcing safe work practices, reporting and investigating accidents, maintaining necessary documentation and requiring employees to receive mandated training.
18. Participate in shared governance through service on planning and/or operations committees and task forces.
19. Perform other related duties as assigned or required.

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**QUALIFICATIONS**

**Knowledge of:**

- Methods, materials and equipment used in the building maintenance trades, including plumbing, electrical, HVAC, painting, locksmithing and welding.
- Building construction practices and laws governing the construction and repair of public buildings.
- Health and safety regulations and procedures.
- Applicable State and County laws, codes and regulations related to fire, safety, energy management and maintenance operations.
- District organization, operations, policies and objectives.
- Principles and practices of supervision and training.
- Budget preparation and control.
- Proper methods of storing equipment, materials and supplies.
- Oral and written communication skills.
- Recordkeeping techniques.
- Shop math.

**Ability to:**

- Perform a variety of responsible duties related to the supervision of building services.
- Plan, organize, schedule, assign and review maintenance work and projects.
- Train, supervise and evaluate personnel.
- Read, interpret and work from construction drawings and blueprints.
- Analyze situations accurately and adopt an effective course of action.
- Estimate time, materials and labor costs.
- Plan, lay out, direct and control a maintenance work program involving diversified activities.
- Operate heavy equipment and tools used in the building maintenance trades.
- Work independently with little direction.
- Communicate effectively both orally and in writing.
- Maintain detailed records and prepare reports.
- Establish and maintain cooperative and effective working relationships with others.
- Perform heavy physical labor.
- Observe legal and defensive driving practices.

**EXPERIENCE AND EDUCATION**

Any combination equivalent to four years journey-level experience in one or more of the building maintenance trades, including at least one year in a lead capacity. Possession of a valid California Driver's License.

**WORKING CONDITIONS**

Indoor and outdoor environment. Position requires lifting, bending, climbing and pulling. Work on high locations and in cramped conditions. Incumbents may be exposed to extreme weather conditions, noise, chlorine gas, asbestos, dust fumes and high voltage.