

PALOMAR COMMUNITY COLLEGE DISTRICT

SUPERVISOR, CONSTRUCTION ACTIVITIES AND FACILITIES SUPPORT FUNCTIONS

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

Develop, plan, organize and coordinate the day-to-day construction activities for the District's buildings and grounds facilities; develop cost estimates, plans and specifications for a wide variety of construction projects; consult with District administration, faculty, staff and regulatory agencies on development, scheduling and approval of construction projects; develop and track the construction budget; coordinate all requirements of the Division of the State Architect; develop and coordinate submittals for the State Scheduled Maintenance Program; assist in the planning process for future District facilities.

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. Plan, schedule and coordinate District construction projects, including scheduling to minimize impact on instructional programs and office functions.
2. Coordinate with District departments, the Facilities Planning Committee, architects and engineers, DSA inspectors and contractors.
3. Inspect construction projects on a daily basis.
4. Assist in the development of annual budgets and monitor and control construction budgets.
5. Review and authorize purchasing requests, make recommendations on change orders, and ensure all paperwork is completed and filed.
6. Develop in-depth cost estimates for a variety of construction projects including, but not limited to, in-house construction projects.
7. Verify architectural and engineering estimates.
8. Work with District staff for proposed future projects; review plans and specifications for accuracy, compliance with District standards, constructability review, and compliance with local, state and federal regulations.

PALOMAR COMMUNITY COLLEGE DISTRICT
Supervisor, Construction Activities & Facilities Support Functions (*Continued*)

9. Research and develop written plans and specifications for a wide variety of construction-related projects, ensuring all plans and specifications conform to current building codes and local, state and federal guidelines.
10. Inspect District buildings, grounds and equipment to determine needed maintenance and repair, work in progress, and to assure proper completion of work orders and contracts.
11. Inspect and recommend the removal of fire, safety or health hazards.
12. Instruct staff in safe and proper work practices.
13. Meet, prioritize, coordinate and schedule various work projects with other maintenance personnel, contractors, administrators, department chairs, faculty and staff.
14. Develop project schedules and timelines to cause minimal disruption and disturbance to classroom and office activities.
15. Develop and prepare work schedules.
16. Review maintenance reports and work orders to determine materials, labor and time requirements.
17. Prioritize and coordinate duties and assignments to ensure effective workflow and to facilitate operations.
18. Participate in establishment and implementation of a systematic preventive maintenance program and coordinate and inspect preventive maintenance operations.
19. Complete and process required documents and reports.
20. Investigate vandalism as necessary.
21. Conduct inspections and recommend the removal of fire, safety or health hazards and assist in coordinating asbestos-related issues.
22. Instruct staff in safe and proper work practices.
23. Meet with outside contractors to formulate work projects and to conduct site inspections.
24. Develop specifications for bids and obtain verbal quotes and evaluate written bids from contractors.
25. Recommend the award of contracts for construction, alteration and repair projects.
26. Inspect complete work and work-in-progress to ensure compliance with specifications and applicable laws, codes and regulations.
27. Communicate with vendors, contractors, engineers, and state and county inspectors regarding maintenance operations and activities, materials, specifications, scheduling and District policies and procedures.
28. Assist in the coordination of large projects including deferred maintenance, capital improvement work projects, energy conservation, building rehabilitation, and asbestos abatement and removal.

PALOMAR COMMUNITY COLLEGE DISTRICT
Supervisor, Construction Activities & Facilities Support Functions (*Continued*)

29. Read and interpret building plans, blueprints and specifications and assure conformance with building and safety codes, regulations and requirements.
30. Operate a variety of office equipment including a personal computer and fax machine.
31. Operate an anti-theft system and District vehicles.
32. Train and ensure that personnel operate equipment and tools in a safe and proper manner.
33. Prepare and maintain records, files, logs and reports related to personnel, inventory, supplies, work requests, work performed and safety issues.
34. Assist the Director of Facilities, the Manager of Environmental Health & Safety/Facilities Planning, and the Facilities Coordinator with special projects as directed.
35. Encourage cultural and ethnic diversity in staffing, curriculum, programs and services.
36. Assure compliance with the District's Injury and Illness Prevention Program by providing motivation, incentives and discipline to assigned staff.
37. Maintain a safe work environment, enforcing safe work practices, reporting and investigating accidents, maintaining necessary documentation, and requiring employees to receive mandated training.
38. Participate in shared governance through service on planning and/or operations committees and task forces.
39. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Methods, materials and equipment used in a variety of the building maintenance trades, grounds maintenance, custodial operations and transportation operations.
- Building construction practices and laws governing the construction, maintenance and repair of school buildings, grounds and District facilities.
- Operation of a computer terminal and data entry techniques for report generation.
- Health and safety regulations.
- Applicable state, county and city laws, codes and regulations related to fire, safety, energy conservation and maintenance operations.
- District organization, operations, policies and objectives.
- Principles and practices of supervision and training.
- Interpersonal skills using tact, patience and courtesy.
- Proper methods of storing equipment, materials and supplies.
- Budget preparation and control.
- Oral and written communication skills.
- Recordkeeping techniques.
- English usage, spelling, grammar and punctuation.

PALOMAR COMMUNITY COLLEGE DISTRICT
Supervisor, Construction Activities & Facilities Support Functions (*Continued*)

Ability to:

- Plan, organize and coordinate the day-to-day maintenance, repair, alteration and construction of buildings and ground facilities.
- Inspect facilities and consult with maintenance personnel, District administrators, contractors and others to coordinate and prioritize work projects.
- Develop and coordinate preventive and deferred maintenance and capital improvement plans and projects.
- Supervise, train and evaluate personnel.
- Prioritize and schedule work.
- Read, interpret and work from construction drawings and blueprints.
- Estimate materials and labor costs.
- Plan, layout, direct and control a maintenance work program involving diversified activities.
- Train and operate heavy equipment and tools used in the building maintenance trades and grounds occupations.
- Work independently with little direction.
- Communicate clearly and concisely, in both oral and written English.
- Maintain detailed records and prepare reports.
- Perform heavy physical labor.
- Observe legal and defensive driving practices.
- Maintain sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds in a community college.

EXPERIENCE AND EDUCATION/TRAINING GUIDELINES

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

Experience:

Five years increasingly responsible work in construction planning, estimating, coordination, inspection and management.

Education/Training:

Equivalent to an Associate of Arts degree from an accredited institution with major course work in construction management, estimating, inspection or a related field.

License and/or Certificate:

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

PALOMAR COMMUNITY COLLEGE DISTRICT
Supervisor, Construction Activities & Facilities Support Functions (*Continued*)

WORKING CONDITIONS

Environmental Conditions:

Indoor and outdoor environments; exposure to all weather conditions; may involve exposure to various chemicals, hazardous materials, high voltage, excessive noise, high locations and/or cramped conditions.

Physical Conditions:

Essential functions require maintaining physical condition necessary for sitting, walking and standing for prolonged periods of time; walking over rough or uneven surfaces; moderate to heavy lifting; operation of power equipment; near visual acuity for creating computer-generated work and reading printed materials; must be able to travel to all District locations.