

PALOMAR COMMUNITY COLLEGE DISTRICT

SUPERVISOR, FACILITIES – ESCONDIDO CENTER

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 building maintenance and custodial activities and operations at the Escondido Education Center.

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. Inspect District buildings, equipment, utility systems and facilities to determine needed maintenance and repair; inspect buildings to ensure that they are being kept clean and in presentable condition; inspect buildings and recommend the removal of fire, safety and health hazards.
2. Perform minor carpentry construction, repairs and installations.
3. Perform minor electrical repair work, changing switches, outlets, ballasts, light bulbs; troubleshoot electrical problems.
4. Patch and paint walls, doors, trim, etc.
5. Perform minor HVAC maintenance and repairs; set thermostats; change filters; lube motors; clean coils, vents and equipment.
6. Perform miscellaneous hardware repairs and replacements such as locksets, hinges, door closures, ceiling tiles, etc.
7. Perform minor parking lot maintenance by painting curbs, repairing potholes, maintaining night light controls and repairs, pruning shrubs for safety and fence repairs.
8. Consult with District maintenance personnel, administrators and outside contractors to coordinate, prioritize and schedule work.
9. Participate in the establishment and implementation of an effective Preventive Maintenance Program.

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10. Interview and participate in the selection process of assigned personnel; direct and schedule operations and activities of assigned personnel; train, assign, supervise and evaluate the work performance of assigned personnel; promote, discipline and recommend termination of assigned personnel in accordance with the established policies and procedures.
11. 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 work flow.
12. Communicate and coordinate with school administrators and the faculty to schedule work projects to cause minimal disturbance and inconvenience to class and school activities.
13. Operate a variety of equipment, including a personal computer and various testing equipment.
14. Assist in the development, monitoring and control of section budget; assist in determining needed equipment, supplies and materials for maintenance and custodial operations.
15. Prepare and maintain records, logs and reports related to personnel, inventory, preventive maintenance, MSDS documentation, work requests, accident and safety issues.
16. Support, implement and promote compliance with the District's Faculty and Staff Diversity 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 Programs by providing motivation, incentives and discipline to assigned staff; maintain a safe working 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 teams.

QUALIFICATIONS

Knowledge of:

- Principles and practices of supervision and training.
- District organization, operations, policies and objectives.
- Applicable codes including building codes, institution, health and safety codes.
- Policies and objectives of assigned programs and activities.
- Methods of organizing, scheduling and prioritizing workloads.
- Proper methods, techniques, materials, tools and equipment used in modern building cleaning and maintenance.
- Requirements for maintaining District buildings in a safe, clean and orderly condition.
- Proper methods of storing equipment, materials and supplies.
- Appropriate safety precautions and procedures.
- Proper methods of cleaning and disposing of hazardous chemical or infectious wastes.
- Inventory methods.
- Recordkeeping techniques, including hazardous material requirements.
- Budget control methods.
- Sensitivity and understanding of the socioeconomic and ethnic diversity of a community college.

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Ability to:

- Direct, schedule, inspect, supervise and evaluate the work performance of an assigned personnel.
- Train, supervise and evaluate personnel.
- Prioritize and schedule work.
- Maintain current knowledge of technological advances in the field.
- Participate in the cleaning and maintenance of College facilities.
- Use cleaning and maintenance materials, equipment and methods safely, efficiently and according to predetermined standards.
- Evaluate the effectiveness of various supplies and equipment.
- Estimate and order required custodial and maintenance supplies and equipment.
- Estimate time and material needs for major maintenance and custodial projects.
- Maintain tools and equipment in a clean and proper working condition and provide proper security.
- Analyze situations accurately and adopt an effective course of action including emergency and late night situations.
- Operate a vehicle observing legal and defensive driving practices.
- Confer with site administrators and supervisors regarding custodial and maintenance needs, schedules and concerns.
- Maintain records and prepare reports.
- Lift and carry objects weighing up to 60 pounds.
- Ability to perform heavy physical labor involving lifting, climbing ladders, stooping and bending.
- Establish and maintain cooperative and effective working relationships with others.

EXPERIENCE AND 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:

Any combination equivalent to graduation from high school and four years of increasingly more responsibility in the maintenance trades, including two years in a supervisory capacity.

License and/or Certificate:

Possession of a valid California Driver's License.

WORKING CONDITIONS

Work includes indoor and outdoor environments, subject to lifting, climbing, bending, pulling, chemical fumes and hazardous materials. Also exposure to hostile and abusive individuals.