



Classification Title: Supervisor, Facilities

Department: Facilities

EEO6 Code: 7

Staff Category: Confidential and Supervisory Team (CAST)

Salary Range: 43

Supervision Received From: Director, Facilities

Original Date: 8/2014

Supervision Given: Assigned Classified, Short-Term, Student, and Volunteer Staff in Facilities

Last Revision: 3/2023

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.

JOB SUMMARY.

Responsible for directing and scheduling building maintenance and custodial activities and operations at an education center.

DISTINGUISHING CHARACTERISTICS.

The Supervisor, Facilities is a stand-alone classification and is distinguished from other supervisory classifications in Facilities by its responsibility for the facilities operations of an Education Center.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS. Essential responsibilities and duties may include, but are not limited to, the following:

1. Performs full supervisory activities, subject to management concurrence and in accordance with applicable College policies, which includes: selecting and training new employees; planning, assigning, scheduling, and evaluating completed work; approving overtime/compensatory time; preparing and signing employee performance evaluations; recommending salary reclassifications; responding to grievances and taking appropriate disciplinary action; and performing related supervisory activities.
2. Inspects District buildings, grounds, equipment, utility systems, and facilities for safety issues and to determine needed maintenance and repair; inspects buildings and grounds to ensure that they are being kept clean and in presentable condition; recommends the removal of fire, safety, and health hazards.
3. Performs minor carpentry construction, repairs, and installations.
4. Performs minor electrical repair work, including changing switches, outlets, ballasts, and light bulbs; troubleshoots electrical problems.
5. Patches and paints walls, doors, trim, and related items.
6. Performs minor HVAC maintenance and repairs; sets thermostats; changes filters; lubes motors; cleans coils, vents, and equipment.
7. Performs miscellaneous hardware repairs and replacements such as locksets, hinges, door closures, ceiling tiles, etc.
8. Performs minor parking lot maintenance by painting curbs, repairing potholes, maintaining night light controls and repairs, pruning shrubs for safety, and fence repairs.
9. Performs minor plumbing maintenance, repairs, and installations.
10. Performs minor grounds/landscape maintenance, repairs, and installations.

11. Consults with District maintenance personnel, administrators, and outside contractors to coordinate, prioritize, and schedule work.
12. Participates in the establishment and implementation of an effective Preventive Maintenance Program.
13. Communicates and coordinates with school administrators and the faculty to schedule work projects to cause minimal disturbance and inconvenience to class and school activities.
14. Operates a variety of equipment, including a personal computer and various testing equipment relevant to assigned area of responsibility.
15. Assists in the development, monitoring, and maintenance of the department budget; assists in determining needed equipment, supplies, and materials for maintenance and custodial operations.
16. Prepares and maintains records, logs, and reports related to personnel, inventory, preventive maintenance, material safety data sheet (MSDS) documentation, work requests, and accident and safety issues.
17. Ensures compliance with the District's Injury and Illness Prevention Program by providing motivation, incentives, and discipline to assigned staff; maintains a safe working environment by enforcing safe work practices, reporting and investigating accidents, maintaining necessary documentation, and requiring employees to receive mandated training.

Marginal Functions:

1. Participates in/on a variety of committees, task forces, boards, meetings, and/or other related groups in order to receive and/or convey information.
2. Participates in shared governance through service on planning and/or operations committees and task forces.
3. Performs related duties and responsibilities as required.

QUALIFICATIONS.

Knowledge of:

1. Supervisory principles and practices.
2. District organization, operations, policies, and objectives.
3. Applicable federal, state, and local codes, laws, and regulations, including building codes, health and safety codes, and District policies and procedures.
4. Policies and objectives of assigned programs and activities.
5. Methods of organizing, scheduling, and prioritizing workloads.
6. Proper methods, techniques, materials, tools and equipment used in modern building cleaning and maintenance.
7. Requirements for maintaining District buildings in a safe, clean, and orderly condition.
8. Principles, practices, and methodologies of equipment, material, and supplies storage.
9. Appropriate safety precautions and procedures.
10. Proper methods of cleaning and disposing of hazardous chemical or infectious wastes.
11. Inventory maintenance principles, practices, and methodologies.
12. Recordkeeping techniques, including hazardous material requirements.
13. Basic budgeting principles and practices.

Skill in:

1. Supervising, training, and evaluating the work of others.
2. Utilizing a computer and related software applications.

3. Interpreting and applying applicable rules, regulations, and policies.
4. Analyzing and troubleshooting difficult situations accurately and adopting effective courses of action.
5. Establishing and maintaining effective working relationships with those contacted in the course of work.
6. Prioritizing and scheduling work.
7. Participating in the cleaning and maintenance of District facilities.
8. Using cleaning and maintenance materials, equipment, and methods safely, efficiently, and according to predetermined standards.
9. Evaluating the effectiveness of various supplies and equipment.
10. Estimating and ordering required custodial and maintenance supplies and equipment.
11. Estimating time and material needs for major maintenance and custodial projects.
12. Maintaining tools and equipment in a clean and proper working condition and provide proper security.
13. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, age, cultural, physical or mental disability, gender, gender expression, gender identity, medical condition, nationality, race, sex, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.
14. Operating a vehicle observing legal and defensive driving practices.
15. Conferring with site administrators and supervisors regarding custodial and maintenance needs, schedules, and concerns.
16. Maintaining records and preparing reports.

Experience and Training Guidelines

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

Experience:

Four years of experience performing skilled work in one of the building trades (carpentry, electrical, HVAC, metal fabrication/welding, painting, plumbing or skilled maintenance), including one year of lead or supervisory experience.

Education/Training:

An Associate's degree in business or related field from an accredited institution.

License and/or Certificate:

Possession of a valid, appropriate California Driver's License.

WORKING CONDITIONS.

Environmental Conditions:

The employee typically works in outside weather conditions, near moving mechanical parts, and/or is exposed to wet and/or humid conditions and vibration, fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock and the noise level is occasionally loud. The employee travels occasionally, as needed, between District properties and vendor locations using a District vehicle.

Physical Conditions:

Essential and marginal functions may require physical fitness requirements necessary to perform the job functions with or without accommodation, such as the ability to perform moderate to heavy lifting and/or moving up to 50 pounds; bending, stooping, kneeling, crawling; standing and walking for prolonged periods; operating motorized equipment and vehicles; work in high, precarious places. The incumbent requires near visual acuity for the performance of assigned tasks and the ability to hear equipment operating sounds and alarms.

TERMS OF EMPLOYMENT.

The duration of any fully restricted funded position in this classification is dependent upon the continuation of funding.