



**Classification Title: Supervisor, Building Services**

<b>Department:</b>	Building Services	<b>EEO6 Code:</b>	6
<b>Employee Group:</b>	Confidential and Supervisory Team (CAST)	<b>Salary Grade:</b>	48
<b>Supervision Received From:</b>	Manager, Facilities Maintenance	<b>Date of Origin:</b>	August 2014
<b>Supervision Given:</b>	Assigned Classified, Short-Term, Student, and Volunteer Staff	<b>Last Revision:</b>	August 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 by individual positions.*

**JOB SUMMARY.**

Responsible for supervising and scheduling comprehensive maintenance, repair, alteration, and construction activities and operations for District buildings, equipment, and facilities; inspecting facilities and consulting with maintenance personnel, District administrators, and contractors to coordinate and prioritize work projects; assisting in the formulation of preventive and deferred maintenance plans and projects; and assigning, reviewing, and evaluating the work of assigned maintenance personnel involved in skilled building maintenance assignments and projects.

**DISTINGUISHING CHARACTERISTICS.**

The Supervisor, Building Services is distinguished from other supervisory classifications in Facilities by its responsibility for the oversight and supervision of Building Services operations.

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

1. Performs full supervisory activities in accordance with relevant District policies, procedures, and applicable employee contracts/handbooks, 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 reclassifications; responding to grievances and taking appropriate disciplinary action; and performing related supervisory activities.
2. Supervises, prioritizes, schedules, assigns, and assists in the comprehensive maintenance, repair, remodel construction, and demolition of all District buildings and structures.
3. Supervises and participates in a variety of building components and skilled trades functions, including carpentry, electrical, plumbing, heating and air conditioning, ventilation and exhaust, compressed air, painting, drywall, carpeting and floor tile, roofing, awnings, window and door glass, rain gutters, locksmithing and door hardware, fire hydrants, T-bar ceilings, window coverings, sign installation, furniture dismantling and assembly, fire/security/and other alarm systems, and welding.
4. Supervises District fleet vehicle maintenance and repair operations, including the preparation and maintenance of applicable logs and records; ensures that work is performed in compliance with applicable federal, state, local, and District codes, laws, regulations, and standards.
5. Consults and coordinates with District personnel and outside contractors to prioritize and schedule work projects; obtains quotes, estimates, and timelines for scheduled work; assigns work requests and repair tickets to appropriate department personnel.

6. Prepares and maintains records and reports related to building supplies, inventory, budget, work requests, personnel, injuries, equipment, and facilities; assists in developing and controlling annual department budget according to established policies and procedures.
7. Prepares and maintains a variety of reports and records such as weekly activity logs, supplies inventory, work requests, personnel, safety and damage issues, and repair needs.
8. Develops, implements, and maintains an effective and systematic preventive maintenance program; schedules and assigns necessary repairs; maintains related logs and records.
9. Assembles, installs, repairs, and replaces lock cylinders and door hardware for all campus buildings; cuts, stamps, and tests keys for employees; creates, develops, maintains, and integrates master key system.
10. Assure compliance with the District's Injury and Illness Prevention Program by providing motivation, incentives and discipline to assigned staff; maintains a safe work environment through 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.**

**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:

**Experience:** Five years of journey-level experience in one or more of the building maintenance or construction trades, including two years of lead experience.

**Education/Training:** Completion of high school or GED equivalent.

**License and/or Certificate:** Possession of a valid, appropriate California Driver's License.

**Knowledge of:**

1. Supervisory principles and practices.
2. Methods, materials and equipment used in the building maintenance trades, including plumbing, electrical, HVAC, painting, locksmithing and welding, carpentry, ventilation and exhaust, compressed air, drywall, carpeting and floor tile, roofing, awnings, window and door glass, rain gutters, door hardware, fire hydrants, T-bar ceilings, window coverings, sign installations, and fire/security and other alarm systems.
3. Building construction practices and laws governing the construction and repair of public buildings.
4. Health and safety regulations and procedures.
5. Applicable federal, state, and local codes, laws, and regulations related to fire, safety, energy management and maintenance operations.
6. Master key system development and maintenance principles, practices, and methodologies.
7. District organization, operations, policies and objectives.
8. Basic budgeting principles and practices.
9. Proper methods of storing equipment, materials and supplies.
10. Recordkeeping techniques.

11. Shop mathematics.

**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. Performing a variety of responsible duties related to the supervision of building services.
7. Planning, organizing, scheduling, assigning, and reviewing assigned building maintenance work and projects.
8. Reading, interpreting, editing, and working from construction drawings, specifications, and blueprints.
9. Estimating time, materials, and labor costs.
10. Coordinating a maintenance work program involving diversified activities.
11. Operating heavy equipment and tools used in the building maintenance trades.
12. Working independently with little direction.
13. Performing mathematical calculations.
14. Communicating effectively, both orally and in writing.
15. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, cultural, physical or mental disability, medical condition, sex, sexual orientation, gender, gender expression, gender identity, nationality, race, and ethnic backgrounds of community college students, faculty, and staff.
16. Maintaining detailed records and preparing reports.

**WORKING CONDITIONS.**

**Environmental Conditions:**

The incumbent typically works in an indoor/outdoor environment; works on high locations and in cramped conditions; exposure to computer screens, noise and electrical energy; may be exposed to extreme weather conditions, chlorine gas, polychlorinated biphenyl (PCB), asbestos, dust, fumes and high voltage; interacts with students, faculty, staff, administrators, and the public.

**Physical Conditions:**

Essential and marginal functions require physical fitness requirements necessary to perform the job functions with or without accommodation, such as the ability to move or lift up to 50 pounds, bend, climb and pull; work on high locations and in cramped conditions; may be exposed to extreme weather conditions, noise, chlorine gas, asbestos, dust, fumes, and high voltage. The employee must be able to travel between District and external locations.

**TERMS OF EMPLOYMENT.**

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