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, equipment, utility systems, and facilities to determine needed maintenance and repair; inspects buildings 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. Consults with District maintenance personnel, administrators, and outside contractors to coordinate, prioritize, and schedule work.

10. Participates in the establishment and implementation of an effective Preventive Maintenance Program.

11. Communicates and coordinates with school administrators and the faculty to schedule work projects to cause minimal disturbance and inconvenience to class and school activities.

12. Operates a variety of equipment, including a personal computer and various testing equipment relevant to assigned area of responsibility.

13. Assists in the development, monitoring, and maintenance of the department budget; assists in determining needed equipment, supplies, and materials for maintenance and custodial operations.

14. 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.

15. 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.
14. Sensitivity and understanding of the socioeconomic and ethnic diversity of a community college.

**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. Operating a vehicle observing legal and defensive driving practices.
14. Conferring with site administrators and supervisors regarding custodial and maintenance needs, schedules, and concerns.
15. 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 increasingly responsible experience in the maintenance trades, including two years of supervisory experience.

**Education/Training:**

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

**License and/or Certificate:**

Possession of, or ability to obtain, a valid, appropriate California Driver’s License.

**WORKING CONDITIONS.**

**Environmental Conditions:**

Work includes indoor and outdoor environments.
Physical Conditions:

Subject to 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.