PALOMAR COMMUNITY COLLEGE DISTRICT

Classification Title: Supervisor II, Building Services

Department: Building Services
FLSA Status: Non-Exempt

Staff Category: Confidential and Supervisory Team (CAST)
Salary Range: 50

Supervision Received From: Director, Facilities
Original Date: August 2014

Supervision Given: Assigned Supervisory, Classified, Short-Term, Student, and Volunteer Staff in Building Services
Last Revision: August 2014

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 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; assigning, reviewing, and evaluating the work of assigned maintenance personnel involved in skilled building maintenance assignments and projects. Performs Facilities planning and budgeting activities.

DISTINGUISHING CHARACTERISTICS.

The Supervisor II, Building Services is distinguished from the Supervisor I, Building Services in its responsibility for full oversight, planning, and budgeting activities for 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, 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. Supervises, prioritizes, and schedules comprehensive maintenance, service and repair, and remodeling construction activities and operations for all District buildings and structures, including carpentry, plumbing, electrical, heating and air conditioning, ventilation and exhaust, compressed air, painting, drywalling, carpeting and floor tiles, roofing, awnings, window and door glass, rain gutters, locksmithing and door hardware, fire hydrants, T-bar ceilings, sign installation, furniture dismantling and assembly, fire/security and other alarm systems, welding, vehicle maintenance and repair, parking lot maintenance, and a wide variety of other skilled general maintenance activities; ensures the proper and efficient maintenance and repair of District buildings and facilities.

3. Supervises, coordinates, and inspects the work performed on District buildings, equipment, utility systems, and facilities to determine needed maintenance and repair; reviews work in progress and ensures proper completion of work orders and contracts.
4. Consults and coordinates with District personnel and outside contractors to coordinate, prioritize, and schedule work projects; obtains and provides quotes, cost estimates, and schedules for major alterations and projects, including time, labor, and materials; assigns work requests and repair tickets to appropriate department personnel; prepares and maintains related logs and records.

5. Communicates and coordinates with District staff, faculty, administrators, supervisors, subordinates, union representatives, students, and community members to discuss and resolve problems and issues on project requirements, scheduling, code issues, budgets, employee issues, and a wide variety of issues related to Facilities.

6. Communicates and coordinates with District administrators and faculty to schedule work projects to cause minimal disturbance and inconvenience to classes and College activities.

7. Conducts inspections and recommends the removal of fire, safety, and health hazards; instructs staff in safe and proper work practices.

8. Operates a variety of equipment including a personal computer and various testing equipment applicable to assigned area of responsibility; operates and trains maintenance personnel in the safe and proper operation, maintenance, and storage of equipment and tools.

9. Participates in the establishment and implementation of an effective and systematic preventive building maintenance program; meets with outside contractors to formulate work projects and to conduct site inspections; develops specifications for bids; obtains verbal quotes and evaluates written bids from contractors; recommends the award of contracts for construction, alteration, and repair projects; inspects completed work and work in progress to ensure compliance with specifications and applicable laws, codes, and regulations.

10. Assists in the development, monitoring, and maintenance of assigned budget; assists in determining needed equipment, materials, and supplies for District maintenance operations; requisitions a wide variety of supplies, maintenance tools, and equipment; ensures proper receipt of ordered materials; ensures proper inventory levels of parts and materials are maintained.

11. Communicates with vendors, contractors, engineers and state and county inspectors regarding building maintenance operations and activities, materials, specifications, scheduling, and District policies and procedures.

12. Assists in the coordination of large projects, including deferred maintenance, capital improvement construction projects, energy conservation, building rehabilitation, asbestos removal, and additions and alterations to buildings.

13. Reads and interprets building plans, blueprints, and specifications and ensures conformance with building and safety codes, regulations, and requirements; maintains current knowledge of building, fire, and safety codes.

14. Prepares and maintains records, files, logs, and reports related to operations, personnel, inventory, preventive maintenance, material data safety sheet documentation, training, supplies, work requests, work performed, and accident and safety issues.

15. Complies 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.

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.
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. District organization, operations, policies and objectives.
7. Budgeting principles and practices.
8. Principles and practices of equipment, material, and supply storage and maintenance.
9. Recordkeeping techniques.
10. Shop mathematics.

Skill in:
1. Supervising, training, and directing 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 maintenance work and projects.
8. Reading, interpreting, editing, and working from construction drawings, specifications, and blueprints.
10. Planning, developing, supervising, and monitoring 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. Preparing and maintaining detailed records and reports.
16. Observing legal and defensive driving practices.
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:

Six years of journey-level experience in one or more of the building maintenance trades, including one year of supervisory experience.

Education/Training:

Completion of an apprenticeship program in a skilled trades area.

License and/or Certificate:

Possession of:
1. A journeyman's license in a skilled trade
2. A certificate in construction inspection
3. A valid, appropriate California Driver's License

WORKING CONDITIONS.

Environmental Conditions:

Indoor and outdoor environment.

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.