



Position Description

Position: Maintenance Supervisor	Position Number: 475001
Department/Site: Facilities	FLSA: Exempt
Evaluated by: Director of Facilities and Construction	Salary Range: 9

Summary

Under the general direction of the director of facilities and construction, the position of maintenance supervisor organizes, coordinates, and oversees the maintenance work, and conducts the skilled maintenance team.

Essential Duties and Responsibilities

- Schedule work via work orders generated from all campus departments, and assign to maintenance employees or outside vendors as appropriate.
- Hire, train, assign, supervise, and evaluate skilled maintenance and utility staff.
- Provide necessary tools, parts, and supplies for staff.
- Follow-up on work orders to insure quality of work.
- Operate a variety of maintenance tools and equipment safely and efficiently.
- Assist in developing plans for new construction and remodeling projects.
- Perform related duties as assigned.

Qualifications

Knowledge, Skills and Abilities

- Knowledge of overall organization, functions, and programs of the District.
- Knowledge of District policies, procedures, and activities.
- Knowledge of trades used in building and equipment maintenance alterations and repairs including, but not limited to, electrical, painting, carpentry, HVAC, plumbing, and locksmith.
- Knowledge of proper methods, equipment, tools, and materials used in maintenance trades.
- Knowledge of proper methods of storing equipment, materials, and supplies.
- Knowledge of requirements of maintaining buildings, in a safe, clean, and orderly condition.
- Knowledge of applicable laws, rules, and regulations related to maintenance and operations work.
- Knowledge of principles and practices of supervising and training.
- Knowledge of basic record keeping techniques.
- Knowledge of appropriate safety precautions and procedures.
- Perform all of the relevant duties of the position with only general direction.
- Work effectively in a shared governance environment.
- Provide customer support from a management level.
- Provide customer service protocol with a customer-service oriented priority.
- Use effectively a personal computer and a variety of job-related software applications.
- Conduct long-range planning.
- Communicate clearly and concisely, both orally and in writing.



Position Description

- Demonstrate effective communication in a multi-cultural environment with faculty, staff and students.
- Establish and maintain cooperative and effective working relationships with members of the college community and with outside contacts.
- Coach and manage assigned staff.
- Effectively prioritize workloads.
- Work from blueprints.
- Maintain tools and equipment in proper working order.

Physical Abilities

- Requires the ability perform work of an active nature, to stand for extended periods of time, walk up to 400 yards, and manipulate (lift, carry, move) heavy weights of up to 75 pounds on a regular basis.
- Requires the ability to push, pull, and guide materials over 75 pounds.
- Requires the ability to climb, stoop, kneel, and crouch on a regular basis.
- Requires sufficient hand-eye coordination, hand and finger dexterity including ability to grasp, and visual acuity to operate specialized equipment and read technical (including blueprints) and safety information.
- Requires auditory ability to hear machinery sounds and alarms.
- Requires near and far visual acuity to read printed materials, moving objects, and observe work-in-progress.
- Requires speaking ability to carry on ordinary conversations.
- Requires the ability to work in extreme temperature conditions.

Education and Experience

- Possession of a high school diploma and formal or informal training in one or more skilled trade areas (i.e., electrical plumbing, painting, HVAC, carpentry, locksmith) with three or more years experience in one or more of the major skilled trade areas. Requires one year of supervisory level experience and three years experience in public school or college maintenance.

Licenses and Certificates

- May require a valid driver's license. Requires a forklift certificate.

Working Conditions

- Work is performed indoors and outdoors in extreme weather conditions where significant safety considerations exist from full-body physical labor and handling of medium-to-heavy weight materials.