

San Jose · Evergreen Community College District Supervisor Job Description

Position: Maintenance Supervisor

Department: Maintenance

Location: District Office

Date: Oct. 15, 2014

POSITION PURPOSE

Reporting to the Director of Facilities and Bond Program Management, the Maintenance Supervisor oversees the daily operations of maintenance workers and various subcontractors, and is responsible for preventive maintenance and repairs of all District buildings, vehicles, and equipment.

NATURE and SCOPE

The Maintenance Supervisor leads, coordinates, assigns and reviews the work of Maintenance Workers. The Maintenance Supervisor is responsible for repair and preventive maintenance of facilities District wide, as assigned, and coordinates work on District buildings and facilities by District staff and subcontractors. Assignments will also include the coordination of renovation projects in a variety of areas including HVAC, plumbing, electrical, carpentry, hardware, and miscellaneous repair tasks. This position requires extensive knowledge of trades associated with building and facility maintenance.

KEY DUTIES and RESPONSIBILITIES:

1. Plan, prioritize, assign, coordinate, and review the work of staff and subcontractors at District sites. Project coordination may involve not only direct reports but also other staff.
2. Establish schedules and methods for providing repair and preventive maintenance services including such factors as time estimates and constraints, project urgency, availability of staff, supply needs as well as equipment availability.
3. Oversee administration, distribution and monitoring of computerized work order system.
4. Develop preventive maintenance plan for District buildings, equipment and systems to maximize their life and effective operation.
5. Inspect the work of staff in progress and upon completion; provide advice and assistance to staff; ensure maintenance procedures are completed in a satisfactory and thorough manner and in compliance with District safety policies and procedures.
6. Participate in planning and monitoring of construction projects; provide technical advice on maintenance aspects.
7. Supervise, inspect, and approve small construction and installation projects of outside contractors. Assist with contractors to ensure work in guidelines established.
8. Assist the Director with budget preparation; recommend the purchase of necessary materials and equipment.
9. Review and provide input to District Design Standards to support reduced construction and operations costs.
10. Serve as the liaison with other departments, outside agencies, and the general public. Respond to and resolve service complaints and/or requests.

11. Supervise and evaluate the performance of assigned staff; interview and participate in selecting employees; train, advise, and discipline staff according to established policies and procedures in conjunction with the Director.
12. Prepare analytical and statistical reports on operations and activities.
13. Supervise the use of, the operation of a variety of hand and power tools, and light and heavy equipment.
14. Ensure adherence to effective work methods and safety requirements.
15. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of facilities maintenance.
16. Perform related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

1. Knowledge of pertinent Federal, State, and local laws, codes and regulations including provisions of the building codes and other laws and regulations affecting the safe construction and repair of school buildings and systems.
2. Knowledge of safe work practices including applicable OSHA guidelines,
3. Basic principles and practices in the areas of HVAC, electrical, plumbing, painting, carpentry, hardware, vehicles and equipment.
4. Computer literacy including the use of a PC and software programs in the MS Office Suite such as MS Word and Excel.
5. Computerized work order systems and record keeping and reporting.
6. Practices, standards, methods, tools, equipment and materials used in various building trades.
7. Principles and practices of supervision and training.

Skills and Abilities:

1. Use tools, materials, methods and procedures applicable to the maintenance of district buildings, parking lots; and all underground utilities, along with, renovation or new construction of same.
2. Strong supervisory skills.
3. Plan and organize work.
4. Problem solving skills including identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals.
5. Read and understand plans and specifications, blue prints and technical manuals.
6. Communicate clearly and concisely, both orally and in writing.
7. Establish and maintain effective working relationships with those contacted in the course of work.

8. Ensure staff compliance with Federal, State and local laws and regulations.

Education and Experience:

1. Completion of the twelfth grade or equivalent.
2. Increasingly responsible related work experience in one of the building trades.
3. Work experience in facilities maintenance or operations environment.
4. Three years of work experience in a supervisory or lead capacity over multiple building trades.
5. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender, cultural, disability, and ethnic backgrounds of the students we serve and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.

Desirable Qualifications:

1. Work experience at a higher education institution.
2. Demonstrated competency in a work environment with the computer applications described above.

WORKING CONDITIONS:

1. Typical outdoor/indoor construction environment.
2. Lift up to 60 pounds unassisted.
3. Bend, stoop, climb and perform tasks requiring physical agility and strength.

Approved: 9/06, 6/10/14, 10/14/14
Salary Schedule: S-135
EEO-Category: 2B6 – Service/Maintenance