

CAMPUS OPERATIONS SUPERVISOR

DEFINITION

Under the direction of the Vice President of Administration or designee, assists in directing management and operations services to the college, including direct responsibility for coordinating facility maintenance, alterations and repairs, scheduling and oversight of facility use for community service programs, telecommunications/infrastructure, alarm systems, security devices and, may include, supervision of campus operations, custodial/utility, facilities and other related staff. Monitors compliance of facility use and safe operations; lead responsibility of facility use for community service programs. Acts as the lead person responsible for coordinating campus safety issues (other than police activities).

TYPICAL DUTIES

Staff Supervision: Plan, organize, coordinate, inspect and supervise the work of assigned staff at an assigned college campus; assign regular work schedules; train, supervise, and evaluate the performance of assigned personnel; participate in interviewing and selecting new employees; confers with administration, faculty and staff concerning set ups for college, administrative and community events; assure timely cleaning and setting up of equipment for meetings and special events; determine and report dangerous and unsightly conditions to administrators.

Facilities Maintenance, Alterations and Repairs: Responsible for planning cycles and implementation of work order systems including follow-up activities. Coordinates work with outside contractors and Facilities Maintenance operations. Supervises campus maintenance staff and coordinates facility issues related to repair, remodels, and grounds. Responsible for facility budgets. Coordinate ADA facility projects and insure accessibility. Participate in the planning and design of maintenance, and scheduled or deferred maintenance projects. Develop plans and schedules for on-going and long-range maintenance and short and long-range replacement of equipment.

Physical Plant: Responsible for systems and related reporting in the areas of loss prevention and plant security including alarm systems and special security devices. Maintain and assign confidential alarm codes; establish keying patterns for new construction and remodels. Coordinate maintenance and repair of college telephone system and overall infrastructure plan. Plan, develop, prioritize, troubleshoot, and coordinate the grounds, HVAC, structures, and utility systems campus activities with Facilities Management staff.

College Facility Use: Responsible for coordinating administrative service functions dealing with college facility use and outside rentals. Responsible for working with community groups and/or community service programs regarding facility rentals and community events. Coordinate services for community activities, i.e. police, technicians, grounds, etc. to insure proper coverage of event and may need to provide on-site supervision of events held at college's facilities. Ensure facility use complies with applicable codes and permits (i.e., fire/health codes, noise permits, etc.).

Safety and Loss Prevention: Assures compliance with legislation dealing with hazardous materials and employee and student safety and health hazards, and maintains MSDS records. Responsible for the coordination of the college's injury/illness prevention program. Coordinate with officials of fire prevention, and health and safety agencies to assure compliance with regulations. Processes claims

covering industrial injury and loss or damage to District property. Responsible for safety training as required by SB 198.

Participate in the development and improvements to campus emergency and contingency plans to ensure responsiveness in emergency situations. Recommends changes necessary to correct deficiencies. Maintain air quality records and facilitate resolution of findings. Serve as a member of the district health and safety committee.

Performs related duties as required.

QUALIFICATIONS

EXPERIENCE

Two years of experience, including two years in a lead or supervisory capacity, in operations performing typical duties of the position.

EDUCATION

Bachelor's degree from an accredited institution in Business Administration, Management, or related field; **OR**, an Associate's degree from an accredited institution in any of the above fields **PLUS** two additional years of qualifying experience.

KNOWLEDGE OF

Principles and practices of effective management, supervision and evaluation of college plant operations and related services. Accounting principles and the use of computers as a management tool. State and Federal laws and regulations regarding proper storage, use, handling and disposal of toxic chemicals and other hazardous materials, fire safety, and "worker right to know" policies. District policies, procedures, and regulations regarding facility use.

ABILITY TO (ESSENTIAL FUNCTIONS)

Plan, organize, manage, and evaluate workflow, analyze systems, recognize problems, and develop alternative solutions. Work independently and effectively, supervise multiple operations. Establish positive community, staff and student relations. Maintain records and prepare reports; establish and maintain cooperative and effective working relationships with others; communicate effectively both orally and in writing; prioritize, plan and organize work; meet schedules and time lines; read, interpret, apply and explain rules, regulations, policies and procedures, work from blueprints, shop drawings and sketches. Train, supervise and evaluate personnel. Must be able to multitask effectively and must be detail oriented. Must be able to speak publicly and present training workshops. Have sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of the community college students.