|  |
| --- |
| Los Rios Community College District Approved: Apr. 2001 Revised: Jun. 2010;  Apr. 2012; May 2012; Jan. 2019 |

#### COLLEGE OPERATIONS SUPERVISOR

**DEFINITION**

Under the direction of the assigned administrator, direct, supervise and coordinate the activities of the college operations services.

**TYPICAL DUTIES**

Direct, supervise and coordinate the activities of the college operations services; train, supervise, and evaluate assigned employees; participate in interviewing and selecting new employees; ensure accountability and adherence to applicable laws, regulations, policies and procedures; prepare, monitor, and maintain budgets and expenditures for assigned functions and activities in accordance with District policies; promote continued improvement for cost effective operations; utilize the department computerized work management system and utilize pertinent management reports to schedule, evaluate and improve delivery of department services; promote employee training and development programs; administer disciplinary actions if necessary; perform related duties as assigned.

**Facilities Maintenance, Improvements and Repairs**

Oversee and manage college work orders; coordinate college operations with the work of vendors and contractors through Facilities Management (FM); coordinate college facility issues related to repair and remodels; oversee and manage assigned college operations budgets; coordinate with FM on ADA facility projects and accessibility; participate in the planning and design of maintenance projects; coordinate college activities with FM in regards to grounds, HVAC, structures, and utility systems as needed; coordinate with FM and Los Rios Police Department (LRPD) for college access and security.

**College Facility Use**

Coordinate administrative service functions for college and public use of facilities; coordinate services for community activities with groups, such as police, custodial, media services, food service, FM, etc., to ensure proper coverage of event; provide on-site supervision of events held at college’s facilities as needed; ensure facility use complies with applicable codes and permits, such as fire/health codes and noise permits, etc.

**Safety and Loss Prevention**

Assure compliance with laws, rules, and regulations related to hazardous materials and college safety and health hazards, maintenance of Safety Data Sheets (SDS) records, and safety training; responsible for the coordination of the college's Injury and Illness Prevention Program (IIPP); coordinate with officials of fire prevention, and health and safety agencies to assure compliance with regulations; process claims covering industrial injury and loss or damage to District property; participate in the development and improvements to college emergency and contingency plans to ensure responsiveness in emergency situations; serve as a member of the District health and safety committee.

**QUALIFICATIONS**

##### EXPERIENCE

One year of experience in a lead or supervisory position in a related field. Three years of experience performing duties similarly related to the position (the required lead/supervisory experience may also be used to meet this requirement).

One year of experience is equal to 12 months of experience at 40 hours per week. Applicable part-time experience will be converted to the full-time equivalent for purposes of meeting the experience requirement.

**EDUCATION**

Bachelor's degree from an accredited institution; **OR,** an Associate’s degree from an accredited institution **PLUS** two additional years of qualifying experience.

##### KNOWLEDGE OF

Principles and practices of effective leadership, supervision, and training; applicable federal, state and local laws and regulations, such as Labor Code, OSHA, and other health and safety regulations;sustainable systems, materials, equipment and practices; proper storage, use, handling and disposal of toxic chemicals and other hazardous materials; fire safety; "worker right to know" policies; basic emergency operation procedures; applicable District policies, regulations, collective bargaining agreements, standard operating procedures, and objectives of assigned programs; current industry practices; requirements of various funding sources; recordkeeping techniques in a complex business environment; modern office practices, procedures and equipment.

**ABILITY TO**

Perform the essential functions of the position; supervise and prioritize the work of assigned areas of responsibility; select, train and evaluate employees; accurately apply and explain laws, regulations and policies;identify, implement, and maintain sustainable systems, materials, equipment, and practices; maintain effective internal controls and processes; read and understand blueprints, shop drawings and sketches; analyze situations appropriately, develop courses of action to resolve problems, and implement solutions; meet schedules and timelines; prepare clear, complete and concise reports; maintain accurate and organized records; communicate information and give instructions clearly, concisely and logically to others; prepare and deliver presentations; utilize technology to effectively perform responsibilities; establish and maintain cooperative and effective working relationships with others; use interpersonal skills such as tact, patience and courtesy; work cooperatively with the public, students and employees; exercise initiative and sound judgment; work well in a group setting as well as independently with little direction or guidance; exercise discretion and confidentiality.

Collaborate and foster inclusion in a diverse organization.

Have sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of individuals.