

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.