|  |
| --- |
| Los Rios Community College District Approved: July 1974Revised: Nov. 1991; Jan. 1994;Aug. 1999; Jun. 2010; Feb. 2015; Mar. 2018; Jan. 2019  |

FACILITIES MAINTENANCE - STRUCTURES SUPERVISOR

# **DEFINITION**

Under the direction of the assigned administrator, direct, supervise and coordinate the construction, repair and remodel of District facilities.

**TYPICAL DUTIES**

Direct, supervise and coordinate the construction, repair and remodel of District facilities; train, supervise and evaluate assigned employees such as carpenters, cabinet makers, roofers, locksmiths, painters, glaziers and others; 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; utilize the department computerized work management system and utilize pertinent management reports to schedule, evaluate and improve delivery of department services; prioritize, schedule and assign staff to ensure timelines are met; inspect work in progress and work completed to ensure adherence to codes, regulations and specifications; ensure proper disposal of hazardous materials; develop plans and specifications for work requests; purchase materials for new work requests; inspect materials purchased by others; coordinate services and projects with other District trades, college and facilities administrators, staff and outside contractors; maintain a wide variety of records and prepare reports; monitor project costs, expenditures and related budget according to established guidelines; promote continued improvement for cost effective operations; inspect facilities for maintenance and repair needs and fire, safety and health hazards; work from blueprints, shop drawings and sketches; estimate materials and supply needs; travel to various District work sites; participate in the planning and design of capital outlay projects and scheduled and/or deferred maintenance projects related to the areas of responsibility; develop and/or review cost estimates, specifications and other required information related to facilities maintenance projects and assist in the development of related funding proposals/submittals to the state or other external agencies; promote employee training and development programs; participate in the development and improvements to the District’s emergency and contingency plans and ensure departmental responsiveness in emergency situations; coordinate with campus operations to provide support services for a wide variety of events, programs, official functions, recreational activities, etc.; respond to emergency calls at night, weekends, and as necessary; work extended hours as necessary; administer disciplinary actions if necessary; perform related duties as assigned.

**QUALIFICATIONS**

#### EXPERIENCE

One year of experience in a lead or supervisory position in a related field. Four years of increasingly responsible journey-level experience in a related construction field (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**

Associate’s degree from an accredited institution in a related construction field; **OR**, completion of a four year program in a related construction field.

**SPECIAL REQUIREMENTS**

Employment is contingent upon meeting the requirements of Los Rios Board Regulation R-8343, including possessing and maintaining a valid California Driver’s License. This position may require operating a District or personal vehicle in order to complete assigned work within the scope of the position duties. Any offer of employment is contingent upon the successful completion of a pre-employment physical examination.

#### KNOWLEDGE OF

Principles and practices of effective leadership, supervision and training; applicable federal, state and local laws and regulations, such as Labor Code, Building codes, ordinances, fire regulations and safety precautions, health and safety regulations and procedures; applicable District policies, regulations, collective bargaining agreements, standard operating procedures and objectives of assigned programs; current industry practices; modern practices, processes and materials pertaining to maintaining, repairing, altering and improving buildings; construction of structures, roof applications and painting trade; methods, equipment and materials used in skilled maintenance work; sustainable systems, materials, equipment and practices; recordkeeping techniques in a complex business environment; computer programs as related to facilities including work management systems, setup of project schedules; general project cost tracking as related to facilities management; 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; assist in the development and design of systems; maintain effective internal controls and processes; work flexible schedule when needed; inspect facilities for maintenance and repair needs and fire, safety and health hazards; work from blueprints, shop drawings and sketches; estimate materials and supply needs; 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 current 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.

**PHYSICAL AND ENVIRONMENTAL FACTORS**

Ability to move about freely and safely at construction sites; climb ladders; crawl in attics, maneuver through tight and cramped spaces (i.e. trenches, crawl spaces, electrical and mechanical vaults, etc.); bend at waist and knees; drive to various district locations; lift up to 50 pounds unassisted; lift objects from floor to above shoulder level.