

## **FACILITIES MAINTENANCE SUPERVISOR**

### **DEFINITION**

Under the direction of the Director of Facilities Maintenance, plan, organize, coordinate and supervise maintenance, preventive maintenance, renovation and repair projects to buildings, related systems and equipment. Supervise the work of maintenance technician staff and others, as assigned, in the performance of their duties. Perform skilled work related to preventive, recurring, periodic, and emergency maintenance tasks, general facility improvements, repair projects, and minor construction of buildings in the areas of electrical, mechanical, plumbing, carpentry, and roofing trades.

### **TYPICAL DUTIES**

Evaluate, prioritize and schedule maintenance, repair, and renovation projects for district-owned facilities; plan, coordinate and implement various preventive and scheduled maintenance programs related to district facilities and infrastructure. Work from blueprints, shop drawings and sketches. Develop and maintain site specific work programs and schedules; plan, estimate, and order required materials for the various projects in a timely manner; schedule maintenance technicians and other staff in accordance with the work programs; coordinate planned project activities with college staff. Monitor project funds and the status of assigned operating budgets; address financial issues in a timely manner with appropriate college or facilities management manager. Ensure that proper actions are taken and work is performed according to plan. Ensure that specific health, safety and construction codes and regulations are followed, materials and equipment are used properly. Maintain and update appropriate records including blueprints, drawings and technical specifications. Evaluate and catalog repair and maintenance requirements and tasks completed for individual buildings. Review plans, documents, and surveys to identify presence of any hazardous materials or special conditions or equipment needed to complete tasks. Perform hazardous materials abatement and proper containment, handling, disposal, and documentation of abated materials.

Participate, evaluate and assist in the development of maintenance and repair projects that may be eligible for external funding sources; gather required data and develop project specifications related to district properties, and prepare related applications or supporting documentation; participate, support and actively seek State and other funding sources to support modernization and upgrade projects, ADA, and environmental clean up projects or programs. Develop an annual calendar of anticipated duration of maintenance cycles for each facility. Recommend improvements to operating procedures that will result in organizational efficiency or customer service improvements.

Monitor the quality of workmanship and overall performance of assigned personnel. Supervise and evaluate the performance of assigned personnel as required in policies and applicable union contracts. Promote continued improvement for cost-effective operations and team development. Establish, support and maintain employees' safety and training program. Coordinate activities of evening/graveyard maintenance crew with daytime managers and supervisors. Responsible for maintenance and security of all tools, equipment, vehicle(s), and other district properties assigned to the operating unit. Responsible for implementation, maintenance, and adherence to District policies and regulations, collective bargaining agreements, and Facility Management department operating procedures. Maintain and ensure staff's responsiveness to emergency situations. Travel to and from Facilities Management and all District locations. Perform related duties as assigned.

## **QUALIFICATIONS**

### **KNOWLEDGE OF**

Basic and specialized tools, materials, and technology common to construction trades; modern methods, practices and processes pertaining to improvements, repairs and alterations of facilities and infrastructure systems. Good understanding and knowledge of U.B.C., A.D.A., E.P.A., O.S.H.A., State and local fire regulations; fundamental shop/construction mathematics, record keeping, and procurement procedures. Familiarity with computers, specifically as related to facilities maintenance, work management systems, project scheduling, and word processing. Knowledge of contemporary personnel practices and management standards including progressive discipline, documentation, collective bargaining, performance evaluations, safety/ hazard communication, workers' compensation regulations, motivational techniques, and general principles of supervision. Knowledge and ability to use computer programs in the management of maintenance programs, inventory control, personnel assignment, and scheduling for personnel and facilities.

### **ABILITY TO (ESSENTIAL FUNCTIONS)**

Perform the basic functions of the position: train, supervise and evaluate others, lay out and schedule the work of skilled maintenance personnel and others, as assigned. Handle multiple tasks on a continual basis, work with and alongside crew members while maintaining a leadership role. Create and maintain a workplace environment that fosters teamwork, mutual professional respect, pride in unit achievement, solicits creativity, and promotes customer satisfaction through delivery of service. Interpret and communicate instructions and results clearly, both orally and written. Work with considerable independence from main Facilities Management workforce and day operations while maintaining unit effectiveness, preparing progress reports, and coordinating with day shift supervisors/managers. Develop working understanding of campus and district organizational units and maintain awareness of operational anomalies specific to a given department to render services without negative impact to programs. Inspect facilities for code violations, safety concerns, and maintenance needs, and prepare schedules with labor and material costs to address same. Draft and prepare business letters, reports to regulatory agencies; maintain personnel files, agency and vendor files; and provide ongoing data for Facilities Maintenance Assessment and Conditions document/database relative to building deficiencies identified or corrected by graveyard crew.

### **EXPERIENCE/EDUCATION**

An Associate degree from an accredited institution in a construction related field (Construction Management, Facilities Management, Facilities Maintenance, etc.) **AND** Four years of increasingly responsible journey-level field experience, including two years in a lead or supervisory capacity, in the construction trade or facilities maintenance area; **OR** eight years of increasingly responsible journey-level field experience in the construction trade or facilities maintenance area that includes four years in a lead or supervisory capacity.

### **SPECIAL REQUIREMENTS**

Any offer of employment is contingent upon the successful completion of a medical evaluation. Possess and maintain a valid California Driver's License in compliance with Los Rios Board Regulation R-8343; employment is contingent upon meeting the requirements of Los Rios Board Regulation R-8343. This position may require operating a District or personal vehicle in order to complete assigned work within the scope of the position duties. Workload and specific job or tasks may require the individual to work beyond normal shift hours. Respond to emergency calls as necessary (days, nights, weekends, holidays). Asbestos certification required but may be obtained while working at the District. Ability to work independently. Attendance and punctuality are paramount in this position. Must be able and willing to work graveyard shift.

**Physical and Environmental Factors:** Lift and move heavy objects with and without assistance (objects will sometimes be elevated from floor level to above the shoulders). Safely use and operate hand and power tools and equipment. Climb ladders, erect scaffolds, crawl in attic/soffit spaces, maneuver through tight and cramped spaces (i.e., crawl spaces, access hatches, vaults, chases, etc.). Bend, twist, push, pull, and grip in performance of duties. Must be able to lift 50 pounds unassisted. Exposure to sharp blades from tools, chemical fumes from adhesives, solvents, glues, and cleaners. Exposure to hazardous materials in abatement processes. Must wear respirator, protective clothing, and use personal protective equipment when appropriate. Must travel to and from Facilities Management and all District locations.