Los Rios Community College District

Approved: April 1983

Revised: Nov. 1991; Jan. 1994;

June 2010; Feb. 2015; July 2019

**FACILITIES MANAGEMENT OPERATIONS SUPERVISOR**

**DEFINITION**

Under the direction of the assigned administrator, direct, supervise, and coordinate management of department operational budgets, work order management system, purchase order processing, payments to outside vendors, department safety programs, energy cost-tracking systems, mail/courier service and Facilities Management (FM) office/warehouse operations.

**TYPICAL DUTIES**

Direct, supervise and coordinate employees assigned to FM administrative operations following established policies and procedures; 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; administer disciplinary actions if necessary; coordinate and supervise the input and maintenance of records and reports, such as computerized maintenance records, and reports daily work orders, trouble tickets and deferred and preventive maintenance programs; promote continued improvement for cost effective operations; assist in tracking district-wide energy costs; organize and evaluate activities and materials for the Facilities Management/District Office Safety Program; utilize the department computerized work management system and utilize pertinent management reports to schedule, evaluate and improve delivery of department services; complete safety reports related to workers' compensation; assist with preparation and filing of necessary claims, notices, and reports with District Office, governmental and other external agencies; coordinate and perform purchasing functions for facilities management to ensure adherence with Education Code requirements and District rules and regulations; manage and schedule District mail/courier services; coordinate District surplus property activities such as sales and disposition; assist in the analysis of data maintained on work order/project costs system; manage department operational budgets; supervise processing of outside vendor invoices and payments; prepare or gather information for special projects as assigned; coordinate and supervise payroll functions and related activities of FM; 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.; provide clerical and other staffing assistance as needed to conduct facilities management activities; operate and manage office equipment and furniture replacement program as needed; perform related duties as assigned.

**QUALIFICATIONS**

**EXPERIENCE**

One year of experience in a lead or supervisory position in any related field. Three years increasingly responsible experience in a facilities maintenance and operations environment 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**

An Associate’s degree from an accredited institution in business/accounting or related field; **OR**, one year college-level course work in accounting and business **PLUS** two additional years of qualifying experience.

One year of education is equal to 30 semester units.

**SPECIAL REQUIREMENT**

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.

**KNOWLEDGE OF**

Principles and practices of effective leadership, supervision and training; applicable federal, state and local laws and regulations, such as Education Code, Labor Code; applicable District policies, regulations, collective bargaining agreements, standard operating procedures and objectives of assigned programs; current industry practices; sustainable systems, materials, equipment and practices; facility operations and maintenance activities, purchasing procedures; property management functions and cost accounting; electronic and data processing systems; processes and requirements involved in worker's compensation claims; health and safety regulations; technical aspects of field of specialty; recordkeeping techniques in a complex business environment; modern office practices, procedures and equipment; principles and practices of supervision and training.

**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; support facilities operations and maintenance for district-wide maintenance work order scheduling and coordination, safety programs, energy monitoring systems, and office operations; prioritize and schedule project and maintenance activities in accordance with established guidelines; learn, interpret, and apply rules and regulations; manage FM office and warehouse operations to include office/warehouse equipment; identify, implement, and maintain sustainable practices; assist in the development and design of systems; maintain effective internal fiscal and administrative controls and processes; work flexible schedule when needed; 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.