

FACILITIES MANAGEMENT OPERATIONS SUPERVISOR

DEFINITION

Under the direction of the Director of Facilities Management, plan, coordinate, supervise, and perform specialized facilities management services in the areas of District-wide work scheduling and coordination, preventive maintenance and safety programs, energy monitoring system, bus scheduling, mail and courier service, and office operations.

TYPICAL DUTIES

Coordinate weekly work schedules for campuses, centers and other district locations; organize and schedule preventive maintenance programs District-wide; oversee energy monitoring system and inventory control for work projects; organize and evaluate activities and materials for the annual Facilities Management/District Office Safety Program; complete safety reports related to workers' compensation; supervise staff assigned to facilities management administrative operations following established policies and procedures; coordinate and supervise the clerical staff involved in input and maintenance of records and reports, including computerized records and reports for deferred and preventive maintenance programs; 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 assure adherence to established policies and procedures of the Education Code and district rules and regulations; schedule District courier services; supervise bus and other transportation scheduling; coordinate District surplus property activities including sales and disposition; assist in the analysis of data maintained on work order/project costs system; prepare or gather information for special projects as assigned; coordinate and supervise payroll functions and related activities of facilities management; provide clerical and other staffing assistance as needed to conduct facilities management activities; operate office equipment such as computers and calculators; perform related duties as assigned.

QUALIFICATIONS

EXPERIENCE

Three years increasingly responsible experience, including at least one year in a lead or supervisory capacity, in a maintenance environment performing duties similarly related to the position.

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.

SPECIAL REQUIREMENT

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.

KNOWLEDGE OF

Preventive maintenance activities, maintenance and purchasing office procedures; property management functions and cost accounting control; electronic and data processing systems; modern office practices, procedures and equipment; processes and requirements involved in worker's compensation claims; recordkeeping techniques; interpersonal skills using tact, patience and courtesy; health and safety regulations; technical aspects of field of specialty; operation of office machines including computer equipment; principles and practices of supervision and training.

ABILITY TO (ESSENTIAL FUNCTIONS)

Perform the basic functions of the position; plan, coordinate, supervise, and perform specialized facilities management services in the areas of district-wide work scheduling and coordination, preventive maintenance and safety programs; energy monitoring systems, bus scheduling and office operations; plan and supervise the work of facilities management clerical staff; prioritize and schedule project and maintenance activities in accordance with established guidelines; learn, interpret, and apply rules and regulations; operate office equipment including computers and calculators; establish and maintain cooperative and effective working relationships with others.