

MAINTENANCE TECHNICIAN SUPERVISOR

DEFINITION

Under the direction of the assigned administrator, direct, supervise and coordinate maintenance services to the college, including direct responsibility for coordinating alterations and repairs, telecommunications/infrastructure, alarm systems, and security devices; coordinate skilled work of Maintenance Technicians, or other trades, contractors, and other related employees.

TYPICAL DUTIES

Direct, supervisor and coordinate operations in collaboration with the Administrative Services Director, Campus Operations Supervisor, Custodial Supervisors, faculty and employees concerning Maintenance Technician support for college set ups, administrative, and community events; train, supervise and evaluate assigned employees; participate in interviewing and selecting new employees; provide on-site supervision of Maintenance Technicians during events held at college's facilities; ensure accountability and adherence to applicable laws, regulations, policies and procedures, including facility use compliance with applicable codes and permits (i.e., fire/health codes, noise permits, etc.); coordinate facility issues related to repair, remodels, grounds, and facility rental; determine scope and estimate resources required of jobs, and coordinate schedules with campus personnel; coordinate work with outside contractors and Facilities Maintenance operations; plan, develop, prioritize, troubleshoot, and coordinate the grounds, HVAC, structures, and utility systems campus activities with Facilities Management employees; responsible for planning cycles and implementation of work order systems including follow-up activities; monitor compliance of facility external and internal use and safe operations; assure compliance with legislation dealing with hazardous materials and employee and student safety and health hazards, and maintain SDS records; determine and report dangerous and unsightly conditions to administrators; maintain facility space inventory; responsible for systems and related reporting in the areas of loss prevention and plant security including keys, employee ID card, alarm systems and special security devices; participate in the planning and design of maintenance, and scheduled or deferred maintenance projects; develop plans and schedules for on-going and long-range maintenance and short and long-range replacement of equipment; prepare, monitor and maintain budget and expenditures for assigned functions and activities in accordance with District policies; administer disciplinary actions if necessary. Performs related duties as assigned.

QUALIFICATIONS

EXPERIENCE

One year of experience in a lead or supervisory position in any related field. Three years of responsible operational experience (the required lead/supervisor 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; **OR**, additional qualifying experience may be substituted on a year-for-year basis for the educational requirement.

One year of education is equal to 30 semester units.

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.

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; safety procedures and safe work practices related to the duties of the position, such as those related to facility use and proper storage, use, handling and disposal of toxic handling and disposal of toxic chemicals and other hazardous materials, fire and safety, and "worker right to know" policies; current industry practices, basic tool, materials, and terminology used in one or more trades; methods and practices followed in the maintenance of building, machines, and equipment; fundamental knowledge of ADA and OSHA regulations; uniform building codes; standard practices, materials and processes of the electrical, mechanical, plumbing, carpentry, and painting trades; hazard communication laws and asbestos abatement methods and regulations; familiarity with MSDS of products used in the performance of the job; effective customer service skills; how to compose effective correspondence; the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar, and rules for correspondence and report writing at the level required to effectively perform the duties of the position; principles and practices of effective communication; how to train others to perform specific tasks; arithmetic at the level required to effectively perform the duties of the position; clerical procedures and systems, such as filing and recordkeeping techniques in a complex business environment; principles and practices of effective management, supervision and evaluation of college plant operations and related services; accounting principles and the use of computers as a management tool; 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 evaluation employees; accurately apply and explain laws, regulations and policies; identify, implement, and maintain sustainable systems, materials, equipment, and practices; plan, organize, manage, and evaluate workflow, analyze systems, recognize problems, and develop alternative solutions; read and interpret blueprints, schematics and detailed as-built drawings for all crafts; multitask effectively; be detail oriented; speak publicly and present training workshops; work from 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 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 individuals.