



Supervisor of Facilities

Initial Date: October 8, 1992
Board Approval: March 20, 2012
Revision Date: March 20, 2012
Range: Range: Classified Management
Salary Schedule - Supervisor

Reports to Director of Facilities

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

Assist the Director of Facilities in organizing, planning, directing and supervising the maintenance and operations staff and functions of the District. This position oversees the work of the maintenance and grounds staff and assists the site administrators in the scheduling and direction of the custodial staff. The supervisor works with the Director in the long and short term organization and planning of maintenance, facilities, operations and construction.

REPRESENTATIVE DUTIES:

- Plans, assigns, supervises directly and through subordinate staff, the work of the maintenance, grounds and custodial staff
- Assists with establishing effective maintenance, grounds and custodial workloads, schedules and coordinates staff absence requests
- Keeps the Director continuously and comprehensively informed of all significant matters affecting the functions of the department
- Performs inspections of district building and facilities and confers with site administrators regarding needed grounds and custodial work, maintenance, repairs and modernization
- Plans collaboratively with all sites and departments and performs necessary functions in the coordination and management of the Facilities Department
- Performs all maintenance and operations duties as needed
- Assists with preparing and monitoring annual budget, allocating resources to maintain facilities
- Assists in the planning, coordinating and direction of facility modernization and construction
- Assists Director in ensuring that construction schedules are met through review and evaluation of facility plans, change orders, contract development and administration and staff training and communication
- Inspect facilities to ensure that established standards of custodial, grounds and maintenance care are maintained, review all facility needs including but not limited to maintenance, grounds and custodial work and determine or recommend specific actions to be taken
- Works with site administrators in preparing instructions for custodial and grounds staff
- Assist in the review and update of the Five Year Deferred Maintenance Plan and the Facility Master Plan
- Assist with preparing performance evaluations
- Trains staff in safe and effective methods and techniques specific to their functions and the proper use of equipment, supplies and chemicals in accordance with safety and environmental regulations
- Establishes and maintains appropriate logs, records and related reports for the department
- Management of the Asbestos Hazard Emergency Response Act Management Plan and organizes and oversees the proper storage and disposal of hazardous materials
- Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

- Knowledge of personnel management and ability to supervise and evaluate staff
- Knowledge and ability to manage multiple facilities
- Ability to lead collaborative planning and project implementation
- Knowledge of budgeting, organizational planning and methods of cost and material control
- Knowledge of the legal framework governing school facilities including modernization and

construction

- Knowledge of construction management, contract development and contract administration
- Ability to administer the development of new programs, methods to enhance productivity and efficiency
- Knowledge of appropriate safety precautions of all applicable laws and codes.
- Ability to deliver an assertive leadership style coupled with the ability to establish and maintain positive work relationships and communicate effectively

EDUCATION AND EXPERIENCE:

Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. A typical way to obtain these would be:

- High school diploma or equivalent is required
- Bachelor's Degree or any combination of training, education and experience equivalent to graduation from an accredited college or university.
- Minimum of five (5) year's general management/supervisory experience in facilities operations

LICENSES AND OTHER REQUIREMENTS:

- Valid California Driver's license.
- May require a Certified Pool Operator Certificate and/or EPA Universal Certificate
- May require a pre-employment physical examination

WORKING CONDITIONS:

ENVIRONMENT:

- Indoors and outdoors; temperature-normal climate, occasional adverse weather conditions

PHYSICAL DEMANDS:

- Moderate to high stress level, moderate to strenuous physical effort for extended periods of time including lifting up to 60 pounds, standing, sitting and/or walking for extended periods, reaching overhead, above the shoulders and horizontally, bending at the waist, kneeling, crouching, pushing, pulling twisting, turning, climbing ladders, working from heights.
- Dexterity of hand and fingers to operate tools and equipment; seeing to perform duties, hearing, speaking, and reading to exchange information
- Working with and around equipment with moving parts

HAZARDS:

- Chemical exposure-herbicides, pesticides, gasoline, oil, solvents
- Occasional exposure to dust, fumes, gases, odors, blood borne pathogens and feces
- Exposure to noise and vibrations

EMPLOYMENT STANDARDS:

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Individuals must maintain a professional attitude and appearance.