CLASS SPECIFICATION
Operations & Maintenance Supervisor

FLSA Status: Exempt
EEOC Job Category: Officials and Administrators
Union Representation: Unrepresented

GENERAL PURPOSE
Under the direction of the Deputy Director–Operations & Maintenance, organizes, schedules and supervises operations and activities involved in the general maintenance and repair of District buildings, facilities, vehicles and equipment; coordinates and directs communications, resources and personnel to meet District grounds and building maintenance needs; manages, supervises, assigns, trains and evaluates the performance of assigned grounds personnel; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS
This single-incumbent class supervises activities related to the maintenance and repair of District buildings and facilities. The incumbent is responsible for establishing and implementing customer-responsive standards and procedures to meet maintenance needs.

ESSENTIAL DUTIES AND RESPONSIBILITIES
The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Organizes and directs the operations and activities involved in the general maintenance/repair of District buildings, facilities and equipment; establishes work programs and schedules to meet department goals and objectives; implements departmental plans, processes, procedures and policies; coordinates and integrates maintenance activities to achieve optimal efficiency and effectiveness.

2. Plans and evaluates the performance of assigned maintenance and grounds staff; establishes performance requirements and personal development targets; monitors performance and provides coaching for performance improvement and development; provides or recommends compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, subject to department director concurrence, in accordance with the District's human resources policies and procedures and labor contract provisions.

3. Interviews and selects employees to fill staff vacancies; provides leadership and works with staff to develop and maintain a high-performance, customer service-oriented work environment.

4. Plans, organizes and directs a variety of building/equipment maintenance and groundskeeping activities to assure buildings and facilities are maintained in optimum condition; ensures maintenance operations comply with established laws, codes, rules, regulations, policies and procedures.
5. Provides technical support for maintenance and gardening activities involved in the beautification of grounds and landscaped areas; assists in the development and coordination of landscaping and gardening construction, repair and enhancement activities.

6. Plans, develops and implements building and grounds maintenance projects; prioritizes and coordinates response to requests and work orders; inspects completed work for accuracy and compliance with established standards, requirements and procedures.

7. Estimates labor, materials and equipment needed for building and grounds maintenance activities; compiles and prepares cost estimates; monitors and assures adequate inventory levels of equipment and supplies; researches and coordinates purchase of equipment and supplies as appropriate.

8. Directs the mowing, edging, trimming and watering of lawns, fields and other turf grounds; oversees and participates in the installation, operation, maintenance and repair of irrigation systems; adjusts system settings according to weather conditions and organizational needs; coordinates the planting, cultivation, pruning and fertilization of flowers, trees, grass and shrubs; develops annual fertilizer plans according to grass, plant and tree needs as directed; coordinates a variety of activities related to the preparation of athletic fields for sporting events.

9. Organizes and directs scheduled maintenance and special projects including tasks in electrical work, HVAC, carpentry, plumbing, locksmithing and painting; inspects grounds, buildings, equipment, utilities systems and facilities; determines needed maintenance and repairs.

10. Organizes and directs the application of pest control methods to eradicate weeds and other pests according to established procedures.

11. Directs the use, maintenance and repair of District vehicles; supervises the inspection, troubleshooting, diagnosis and repair of equipment and system problems; assures proper replacement of parts and components as needed.

12. Oversees and participates in the preparation and maintenance of various records and reports related to projects, work orders, personnel, inventory and assigned activities.

13. Communicates with outside organizations and individuals to exchange information, coordinate activities and resolve issues or concerns; collaborates and confers with contractors and inspects contractor projects for compliance with contracts and specifications.

14. Operates hand and power tools, heavy and power-driven equipment, and a computer and assigned software; drives a vehicle to conduct work.

15. Coordinates response to emergency maintenance and repair needs.

QUALIFICATIONS

1. Operations and organization processes, procedures and techniques of a modern facilities maintenance organization at a community college.

2. Methods, materials, tools, terminology and equipment used in the facilities maintenance trades.
3. Requirements for maintaining grounds, buildings, facilities and equipment in good repair.
4. Preventive and scheduled maintenance programs and practices.
5. Cultivation, fertilization and irrigation techniques for flowers, lawns, trees and shrubs.
6. Methods and materials used in controlling pests, insects and weeds.
7. Operation of a wide variety of hand and power tools and equipment.
8. General practices, procedures and techniques involved in the maintenance of vehicles.
9. Applicable building codes, ordinances, requirements, regulations and safety precautions.
10. Inventory practices and procedures.
11. Principles and practices of supervision and training.
12. Operation of a computer and facilities management software including work order processing, inventory, scheduling and asset management systems.

**Ability to:**

1. Organize and direct the operations of a modern facilities maintenance operation at a community college.
2. Supervise grounds maintenance and gardening activities involved in the beautification of grounds and landscaped areas.
3. Coordinate, schedule and direct staff and resources to meet District grounds and building maintenance needs.
4. Train and evaluate the performance of assigned personnel.
5. Assess, plan, develop and complete building and grounds maintenance projects.
6. Inspect projects for completeness and compliance with established standards.
7. Interpret, apply and explain laws, codes, regulations, policies and procedures.
8. Estimate and assure adequate resources to meet material, labor, equipment and time requirements.
9. Coordinate and direct the use, maintenance and repair of District vehicles.
10. Communicate effectively both orally and in writing.
11. Establish and maintain cooperative and effective working relationships with others.
12. Operate a computer and assigned office equipment.
13. Determine appropriate action within defined guidelines/policies.
14. Meet schedules and timelines.
15. Work independently with little direction.
16. Oversee and participate in the preparation and maintenance of various records and reports.
17. Read, analyze and interpret architectural plans and specifications.

**Education, Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or GED equivalent, supplemented by specialized training in construction, maintenance, facilities management or a related field; and three years of increasingly responsible journey-level experience in facilities maintenance, including two years in a managerial/supervisory capacity; or an equivalent combination of training and experience.

**Licenses; Certificates; Special Requirements:**

A valid California driver’s license and the ability to maintain insurability under the District’s vehicle insurance policy.

A current Category B Qualified Pesticide Applicator’s License.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this class, the employee is regularly required to sit; talk and hear, both in person and by telephone; use hands to finger, handle and feel objects or controls; and reach with hands and arms.

Specific vision abilities required by this job include close vision, distance vision, depth perception, color vision, and the ability to adjust focus.

**Mental Demands**

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve complex problems; use math/mathematical skills; perform detailed work under changing, intensive deadlines, on multiple concurrent projects; work with constant interruptions; and interact with officials and the public.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
The employee works both from an office, where the work environment is normal, and in outside conditions, exposed to hot, cold, wet and/or humid conditions, rough or uneven surfaces, and may work near machinery and in high, precarious places. The noise level may be loud.