

July 2013

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLASSIFICATION: CLASSIFIED

CLASS TITLE: FACILITIES SUPERVISOR

SALARY TABLE: 30

SALARY RANGE: 133

BASIC FUNCTION:

Under the direction of an assigned administrator, prioritize, organize, direct and perform operations and activities involved in the inspection, cleaning, repair and routine building maintenance activities of assigned buildings, facilities, grounds and equipment; in conjunction with supervisor, coordinate and direct communications, personnel, projects and resources to meet facilities needs and assure smooth and efficient departmental activities; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Prioritize, organize, direct and perform operations and activities involved in the inspection, cleaning, repair and routine building maintenance activities of assigned buildings, facilities, grounds and equipment; establish and maintain departmental and project time lines and priorities; assure related activities comply with established laws, codes, rules, regulations, ordinances, policies and procedures.

In conjunction with supervisor, coordinate and direct communications, personnel, projects and resources to meet assigned facility needs and assure smooth and efficient departmental activities; confer with staff and administrators regarding custodial activities, repair and routine building maintenance activities, progress and related needs and issues; assure proper and timely resolution of department issues and conflicts.

Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and schedules, and review work to assure compliance with established standards, requirements and procedures; assure employee understanding of established requirements.

Plan, schedule, develop and implement cleaning, installation, repair and routine maintenance projects; monitor, assess and modify activities in response to project progress.

Collaborate with administrators, personnel and contractors in the planning, development and implementation of maintenance and renovation projects; coordinate and inspect work of contractors for accuracy, completeness and compliance with established time lines and specifications.

Estimate and assure adequate personnel, materials and equipment needed for cleaning, routine building maintenance and repair projects and activities; compile or obtain cost estimates; monitor and assure adequate inventory levels of equipment and supplies; research and coordinate the

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purchase of equipment and supplies as needed; assist with bidding functions.

Provide consultation to administrators, personnel, outside agencies and the public concerning cleaning, routine maintenance and repair activities; in collaboration with supervisor, respond to inquiries, resolve issues and conflicts and provide detailed and technical information regarding related projects, services, time lines, standards, requirements, laws, codes, regulations, ordinances, policies and procedures.

Review budgetary and financial data; control and authorize expenditures in accordance with established limitations; estimate labor, materials and equipment needed for assigned functions; compile cost estimates; order and assure adequate levels of equipment and supplies.

Assist in the formulation and development of procedures and programs; develop and implement procedures and training sessions related to worker safety; coordinate related accident prevention and loss control functions with consultants, personnel and others; direct hazardous waste removal functions.

Coordinate activities to assure facilities are cleaned and maintained in a safe and orderly condition; inspect buildings, grounds and facilities to identify maintenance and repair needs; direct routine preventative maintenance functions; coordinate response to emergency custodial and maintenance needs.

As requested, prepare and maintain various records and reports related to projects, work orders, plans, specifications, inspections, expenditures, inventory, plans, facility use, hazardous waste, personnel, waste management, budgets and assigned activities; assure mandated reports are distributed to appropriate governmental agency according to established time lines.

In collaboration with supervisor, coordinate, organize and lay out maintenance, repair, installation and renovation tasks; interpret plans, diagrams, blue prints, sketches and specifications.

Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work.

Attend, conduct and participate in a variety of meetings as assigned; prepare and deliver oral presentations concerning maintenance and repair activities as required; attend and participate in various in-services and seminars.

Coordinate facility use functions to meet the needs of the District and the community.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Organization and direction of operations and activities involved in the inspection, cleaning, repair and routine building maintenance of assigned buildings, facilities, grounds and equipment.

Proper methods, techniques, materials, tools and equipment used in routine building maintenance trades.

Applicable building codes, ordinances, requirements, regulations and safety precautions.

Requirements of maintaining buildings, facilities, grounds and equipment in a safe, clean and orderly condition.

Health and safety regulations and procedures.

Applicable laws, codes, rules, regulations, policies and procedures.

Policies and objectives of assigned programs and activities.

Inventory practices and procedures.

Preventive maintenance principles and practices.

Basic budget preparation and control.

Principles and practices of administration, supervision and training.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Organize, direct and perform operations and activities involved in the inspection, cleaning, repair and routine building maintenance of assigned buildings, facilities, grounds and equipment.

Coordinate communications, personnel and projects to meet District needs and assure smooth and efficient departmental activities.

Supervise, train and evaluate the performance of assigned personnel.

Oversee installation, maintenance and repair projects in the routine building maintenance trades.

Coordinate and inspect work of contractors for accuracy, completeness and compliance with established time lines and specifications.

Develop and implement procedures and training sessions related to worker safety; coordinate related accident prevention and loss control functions.

Direct hazardous waste removal functions for assigned areas.

Estimate and assure adequate personnel, materials and equipment needed for cleaning, repair and routine building maintenance projects and activities

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Direct the preparation and maintenance of a variety of reports, records and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and four years increasingly responsible experience in routine maintenance and repair of buildings and facilities including two years in a lead or supervisory capacity.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.
Seasonal heat and cold or adverse weather conditions.
Exposure to fumes, dust, odors, oil, grease and gases.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.
Dexterity of hands and fingers to operate a variety of equipment, including computer keyboard.
Walking to inspect projects or standing for extended periods of time.
Seeing to perform custodial, gardening and maintenance activities and inspect projects
Seeing to read a variety of materials.
Lifting, carrying, pushing or pulling heavy objects as assigned by position.
Bending at the waist, kneeling or crouching.
Reaching overhead, above the shoulders and horizontally.
Heavy physical labor.
Climbing ladders.

HAZARDS:

Exposure to cleaning agents and chemicals.
Working around and with machinery having moving parts.
Working at heights.