

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLASSIFICATION: **CLASSIFIED**
SALARY TABLE: **30**

CLASS TITLE: **MAINTENANCE SUPERVISOR**
SALARY RANGE: **142**

BASIC FUNCTION:

Under the direction of the Director-Facilities, organize and direct operations and activities involved in the maintenance and repair of College District buildings, facilities and equipment; coordinate communications, personnel and projects to meet College District needs and assure smooth and efficient activities; train and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Organize and direct operations and activities involved in the maintenance and repair of College District buildings, facilities and equipment; assist in assuring related functions comply with established laws, codes, ordinances, rules, regulations, policies and procedures.

Coordinate communications, personnel and projects to meet College District needs and assure smooth and efficient activities; participate in the scheduling, development and implementation of maintenance and repair projects; assure proper and timely resolution of related issues and conflicts.

Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assign employee duties and review work to assure compliance with established guidelines and procedures.

Supervise installation, maintenance and repair projects in carpentry, electrical work, HVAC & R, construction, electronics and plumbing; oversee the troubleshooting, diagnosis and repair of utility, equipment and system malfunctions; assure proper replacement of parts as needed.

Receive, prioritize and coordinate response to work orders; monitor progress of maintenance and repair projects; inspect completed projects for accuracy, completeness and compliance with established standards, requirements, work orders and specifications.

Assist in the development and preparation of the annual preliminary budget for maintenance and repair functions; review and evaluate budgetary and financial data; control and authorize expenditures in accordance with established limitations.

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

Serve as a technical resource to personnel, administrators, contractors and others concerning maintenance, repair and construction projects and activities; respond to inquiries and provide

information concerning related standards, practices, techniques, policies and procedures.

Inspect buildings, grounds and facilities to identify maintenance and repair needs; assure proper identification and resolution of safety hazards; develop, implement and schedule preventive maintenance functions; coordinate response to emergency situations as needed.

Estimate labor, materials and equipment needed for assigned functions; compile and prepare cost estimates; monitor, order and assure adequate levels of equipment and supplies.

Coordinate, organize and lay out maintenance, repair, installation and construction tasks; interpret plans, diagrams, blue prints, sketches and specifications.

Prepare and maintain a variety of records and reports related to projects, estimates, equipment, buildings, facilities, inspections, budgets, employees and assigned activities.

Operate and maintain a variety of hand and power tools and equipment; utilize standard office equipment including a computer and assigned software; drive a vehicle to conduct work.

Communicate with personnel, administrators and various outside agencies to exchange information, coordinate activities and resolve issues or concerns.

Coordinate the operation of the Energy Management System to meet College needs and maximize efficiency of energy usage.

Supervise the maintenance and servicing of campus aquatic facilities such as fountains and swimming pools as assigned; assure proper maintenance and repair of related parts and equipment.

Collaborate with local and State agencies in the maintenance of elevator, fire alarm, plumbing and energy systems as directed; oversee the removal of hazardous waste as required.

Attend and conduct a variety of meetings as assigned; develop, implement and conduct safety training sessions as directed.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Organization and direction of operations and activities involved in the maintenance and repair of College District buildings, facilities and equipment.

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

Requirements of maintaining buildings, facilities and equipment in good repair.

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

Policies and objectives of assigned programs and activities.

Oral and written communication skills.

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Inventory practices and procedures.
Preventive maintenance principles and practices.
Applicable laws, codes, rules, regulations, policies and procedures.
Record-keeping and report preparation techniques.
Principles and practices of supervision and training.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
Basic budget preparation and control.

ABILITY TO:

Organize and direct operations and activities involved in the maintenance and repair of College District buildings, facilities and equipment.
Coordinate communications, personnel and projects to meet College District needs and assure smooth and efficient activities.
Train and evaluate the performance of assigned personnel.
Supervise installation, maintenance and repair projects in carpentry, electrical work, HVAC & R, construction, electronics and plumbing.
Receive, prioritize and coordinate response to work orders.
Estimate material, labor, equipment and time requirements.
Inspect projects for accuracy, completeness and compliance with established requirements.
Operate and maintain a wide variety of hand and power tools and equipment.
Monitor and assure adequate levels of maintenance equipment and supplies.
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 software.
Determine appropriate action within clearly defined guidelines.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Prepare and maintain a variety of records and reports.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and five years increasingly responsible journey-level experience in one or more of the building maintenance trades including two years in a lead capacity.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.

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Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to inspect projects and read a variety of materials.

Sitting or standing for extended periods of time.

Walking to inspect projects.