

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: MAINTENANCE SUPERVISOR

BASIC FUNCTION:

Under the direction of the Director of Business and Operations, plan, supervise, coordinate and direct the District's building and vehicle maintenance, energy management, and telephone and audio-visual system activities, operations and programs; train, supervise and evaluate personnel.

REPRESENTATIVE DUTIES:

Direct, supervise, plan and coordinate the District's building maintenance services; provide communications link between maintenance and College personnel; process work requests; discuss proposed projects to determine feasibility. *E*

Supervise the maintenance, repair or replacement of various equipment including fleet, grounds and maintenance vehicles, energy management equipment, audio-visual and telephone systems, and fire alarms and fire sprinkler systems. *E*

Plan, schedule and organize the completion of work orders and projects; maintain facilities work order records and files; order materials necessary to perform projects. *E*

Direct activities of crew members; supervise and evaluate staff performance; review staff work for accuracy and completion of assigned duties; make recommendations concerning employment. *E*

Plan, upgrade and maintain the underground systems including data conduits for the campus. *E*

Prepare and maintain a variety of records and reports including preventive maintenance, inventory and stock control records. *E*

Prepare State, federal, City, County and College reports as required. *E*

Visit work sites in order to monitor progress of scheduled work; prepare contingency plans and related reports as needed. *E*

Serve as campus representative and inspector for various vendor installations. *E*

Coordinate work of outside contractors, architects and engineers relating to proposed projects. *E*

Prepare, receive, route and file various operation manuals, building plans, lists and related documents. *E*

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Ewing & Company

Operate a computer and other standard office equipment; operate test equipment and a variety of tools utilized in the Maintenance trades. *E*

Conduct safety training for various maintenance activities in accordance with District policies. *E*

Assist in the planning, care and maintenance of District properties, buildings and equipment.

Assist in the preparation and monitoring of the budget; prepare memos, correspondence and recommendations.

Conduct meetings and provide information to staff as needed; attend seminars and conferences related to deferred maintenance and assigned areas.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and practices of supervision and training.

General Safety orders, OSHA standards and a variety of building and safety codes.

Terminology and methods used in the construction trades.

Laws and regulations pertaining to hazardous materials and the State Fire Marshall.

District organization, operations, policies and objectives.

Oral and written communications skills.

Applicable sections of State Education Code and other applicable laws.

Interpersonal skills using tact, patience and courtesy.

Telephone techniques and etiquette.

ABILITY TO:

Plan, supervise, coordinate and direct the District's building and vehicle maintenance.

Operate various hand tools, equipment and vehicles used in maintenance.

Operate office machines such as computer terminal, printer calculator and copier.

Establish and maintain effective working relationships with others.

Plan and organize work.

Train and supervise personnel.

Communicate effectively both orally and in writing.

Read blueprints and building plans.

Establish and maintain effective working relationships with others.

Plan and organize work.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and college-level course work in the trades or related field and five years of increasingly responsible experience in operations/maintenance including one year experience providing work direction to others.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment.

Noise from working in a production area.

Driving a vehicle to conduct work.

PHYSICAL ABILITIES:

Sitting or standing for extended periods of time.

Walking over rough or uneven surfaces to monitor projects.

Hearing and speaking to exchange information and make presentations.

Climbing ladders to inspect facilities.

Lifting heavy objects.

HAZARDS:

Exposure to fumes, odors or gases.