

## POSITION DESCRIPTION

Maintenance Supervisor

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**Position** ..... Maintenance Supervisor  
**Department/Site** ..... Facilities and Construction  
**FLSA** ..... Exempt  
**Evaluated by** ..... Director of Facilities and Construction  
**Salary Range** ..... 09

### **Summary**

Under the general direction of the Director of Facilities and Construction, the Maintenance Supervisor organizes, coordinates, and oversees the maintenance work, and conducts the skilled maintenance team.

### **Essential Duties and Responsibilities**

- Schedules work via work orders generated from all campus departments, and assign to maintenance employees or outside vendors as appropriate.
- Hires, trains, assigns, supervises, and evaluates skilled maintenance and utility staff.
- Provides necessary tools, parts, and supplies for staff.
- Follows up on work orders to insure quality of work.
- Operates a variety of maintenance tools and equipment safely and efficiently.
- Assists in developing plans for new construction and remodeling projects.
- Maintains positive working relationships with other departments on campus.
- Communicates District policy and administrative decisions to assigned personnel and students.
- Administers the collective bargaining agreements among the District and the classified union.
- Creates an atmosphere of collegiality and supports the goals of participatory governance.
- Supervises and evaluates assigned personnel.
- Resolves conflict.
- Insures compliance with local, state, and federal regulations.
- Performs other duties as assigned that support the overall objective of the position and the District's mission and philosophy.

### **Knowledge, Skills and Abilities**

- Knowledge of overall organization, functions, and programs of the District.
- Knowledge of District policies, procedures, and activities.
- Knowledge of trades used in building and equipment maintenance alterations and repairs including, but not limited to, electrical, painting, carpentry, HVAC, plumbing, and locksmith.
- Knowledge of proper methods, equipment, tools, and materials used in maintenance trades.
- Knowledge of proper methods of storing equipment, materials, and supplies.
- Knowledge of requirements of maintaining buildings, in a safe, clean, and orderly condition.
- Knowledge of applicable laws, rules, and regulations related to maintenance and operations work.
- Knowledge of principles and practices of supervising and training.
- Knowledge of basic record keeping techniques.
- Knowledge of appropriate safety precautions and procedures.
- Ability to perform all of the relevant duties of the position with only general direction.
- Ability to work effectively in a shared governance environment.
- Ability to provide customer support from a management level.

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- Ability to provide customer service protocol with a customer service-oriented priority.
- Ability to effectively use a personal computer and a variety of job-related software applications.
- Ability to conduct long-range planning.
- Ability to communicate effectively, in English, with a diverse population both orally and in writing.
- Sensitivity to, understanding of, and respect for the diverse academic, socioeconomic, ethnic, religious, cultural background, disability, and sexual orientation of community college students, faculty, and staff.
- Ability to effectively prioritize workloads.
- Ability to work from blueprints.
- Ability to maintain tools and equipment in proper working order.

#### **Education and Experience**

- Possession of a high school diploma, or the equivalent, and formal or informal training in one or more skilled trade areas (i.e., electrical plumbing, painting, HVAC, carpentry, locksmith) with three or more years experience in one or more of the major skilled trade areas.
- Requires one year of supervisory level experience and three years experience in public school or college maintenance.

#### **Licenses and Certificates**

- Requires a valid driver's license.
- Requires a forklift certificate.