CLASSIFIED SUPERVISOR

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: MAINTENANCE AND OPERATIONS SUPERVISOR

BASIC FUNCTION:

Under the direction of a Director of Facilities, Maintenance and Operations, a Maintenance and Operation Supervisor plans, organizes, and supervises the maintenance and repair of all assigned college buildings, facilities, and equipment; participates in a variety of activities related to construction, remodels, or related projects on campus; supervises and coordinates warehouse functions; and oversees the use and maintenance of the campus motor pool.

REPRESENTATIVE DUTIES:

Plan, organize, supervise, and assist with the maintenance and repair of all assigned college buildings, facilities, and equipment; prepare work orders and assign work to appropriate personnel as necessary. E

Plan, organize, supervise, and assist in the functions of the warehouse and its administrative office operations associated with mail delivery and the ordering, receiving, marking, storing, and issuing of materials, supplies, and equipment. E

Prepare job estimates pertaining to repair work, minor renovation projects, and equipment purchases; obtain price quotes and ensure availability of supplies and equipment; order and schedule material deliveries. E

Oversee the inspection of shipments of materials, equipment, and supplies received to ensure compliance with purchase order specifications; identify and report shortages, damaged goods, and other discrepancies. E

Plan, schedule, and assign routine and special deliveries of supplies, materials, equipment, and District mail; coordinate the delivery of furniture, tables, chairs, staging, and other required equipment/items for special events. E

Monitor the budget status and associated records and reports for all Maintenance and Operations units; assist in budget preparation and appropriate transfers; notify the Director of problems or irregularities. E

Assist in the development and implementation of long and short-range deferred maintenance projects, including the development of cost estimates. E

Inspects buildings, facilities and equipment for needed repairs and maintenance; conduct safety and code compliance inspections; report violations as required. E

Oversee the scheduled maintenance of college vehicles to ensure their safe operation; receive and log vehicle reservations. E

Revised March 2012
Established May 1999
Review construction plans to verify compatibility with major campus systems, standards, and existing utilities.  

Work with architects, engineers, contractors, building inspectors and other District personnel on new building construction and scheduled maintenance projects.  

Develop, oversee, evaluate and maintain records and reports related to safety training for maintenance and operations staff; conduct safety and training programs; observe and enforce fire prevention and related safety rules and standards.  

Analyze space availability for maximum utilization; confer with the Director and appropriate District departments as needed to determine storage space requirements and optimum stock quantities.  

Select, train, and evaluate assigned personnel; prepare work schedules for assigned employees; assign employee duties and review work to ensure accuracy, completeness, and compliance with established policies and procedures; administer progressive discipline when warranted.  

Plan and participate in preventive maintenance programs.  

Serve as campus liaison with the California Highway Patrol related to vehicle inspections, problems and concerns; maintain accurate records of driver Class B licenses and medical cards, vehicle inspections, DMV pull sheets, and others.  

Prepare and submit periodic reports to the Director of Facilities, Maintenance, and Operations regarding Maintenance and Operations activities, plans, and capital outlay needs; assist with computerized facilities space inventory, scheduled maintenance, and physical inventory reports.  

Supervise work in various trade areas including carpentry, plumbing, painting, electrical, HVAC, welding, locksmithing, data and communications cabling; drive a vehicle to conduct work.  

Operate warehouse equipment and vehicles including trucks, forklifts, and pallet jacks.  

Act in the absence of the Director of Facilities, Maintenance, and Operations.  

Perform related duties as assigned.  

$E = $ Essential Duties  

**KNOWLEDGE AND ABILITIES:**  

**KNOWLEDGE OF:**  

Requirements of maintaining buildings, facilities and equipment  
Methods, materials, tools, terminology and equipment used in the building maintenance trades  
Health and safety regulations and procedures, including fire and life safety
Methods of storing equipment, materials, and supplies, including hazardous materials
Operation, use, and care of specialized equipment used in maintenance trades
Technical aspects of the building maintenance trades
Written and computerized record-keeping techniques
Principles of supervision and training
Laws and regulations governing buildings, i.e. OSHA, Department of Environmental health, air pollution control, green laws, building codes, hazardous materials handling, fire departments, American Disabilities Act
Computerized inventory and building energy management/control
Procedures pertaining to modern warehousing and storekeeping, including purchasing, shipping, and receiving materials
Principles and practices pertaining to storage, optimum space utilization, and stock inventory
District organization, policies, and procedures
Modern office practices, procedures, and equipment, including common office productivity software
Correct English usage, grammar, spelling, punctuation, and vocabulary

ABILITY TO:

Organize, plan, and supervise skilled trade and journey-level employees involved in construction projects and maintenance and repair of buildings and equipment
Supervise and perform journey-level building and equipment maintenance work involving a variety of trades
Inspect facilities for maintenance and repair needs, and fire, safety, and health hazards, including building code and ADA compliance
Work from blueprints, shop drawings, and sketches
Operate a vehicle and a wide variety of power equipment and hand tools related to the building trades and warehouse operations
Train, supervise, and evaluate personnel
Analyze situations accurately and adopt effective courses of action
Establish and maintain effective working relationships with others
Communicate effectively, both orally and in writing
Maintain records and prepare reports
Examine plans and documents for construction projects to determine code compliance, value compatibility with campus standards and existing systems and utilities
Read and interpret blueprints to determine building construction and equipment installation
Plan and organize work to meet schedules and timelines
Work independently with little direction
Operate a variety of office equipment such as personal computer, photocopy machine, calculator, facsimile machine and two-way voice communications equipment
Read, interpret, and follow directions, rules, regulations, policies, and procedures

EDUCATION AND EXPERIENCE:

Any combination equivalent to:

Education: An associate degree with coursework in architecture, facilities operation, maintenance, construction, or a related field.
MAINTENANCE & OPERATIONS SUPERVISOR (continued)

Experience: Three years of experience in a journey-level trade, including one year of experience providing technical supervision or serving in a lead/supervisory capacity over trades.

OR

Three years of experience supervising trades.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver’s license

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment

PHYSICAL ABILITIES:

Seeing to inspect buildings and grounds and read blueprints
Hearing and speaking to exchange information and provide work direction
Walking over rough or uneven surfaces
Sitting, standing and walking for extended periods of time
Dexterity of hands and fingers to operate specialized equipment, hand and power tools

HAZARDS:

Working around and with machinery having moving parts