

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

SENIOR MAINTENANCE SUPERVISOR (CONFIDENTIAL/SUPERVISORY)

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general direction, direct, manage, supervise, and coordinate the building maintenance services, operations, and activities of the Chabot-Las Positas Community College District; represent the Maintenance Department during planning sessions for construction and remodeling projects; solve daily operational problems and consult with the Director of Maintenance and Operations on major problems; coordinate assigned activities with other divisions, departments, and outside agencies; and provide highly responsible and complex administrative support to the Director of Maintenance and Operations.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional duties not listed, but within classification.

1. Assume management responsibility for the District's building maintenance services and activities including to ensure proper maintenance and repair of College classrooms and District facilities and equipment.
2. Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend and administer policies and procedures.
3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within division policy, appropriate service and staffing levels.
4. Plan, direct, coordinate, and review the work plan for maintenance staff; assign work activities, projects, and programs; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.
5. Select, train, motivate, and evaluate maintenance personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
6. Oversee and participate in the development and administration of the department's annual budget; participate in the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement adjustments.
7. Plan and manage minor repair and maintenance projects; prepare and implement schedules for routine and projected preventative maintenance work; plan for the modification to existing buildings and systems as well as the installation of new equipment.
8. Conduct field inspections and surveys to check quality and progress of field activities, general conditions of District facilities, and to gather information for specific requests, problems, conditions, and needs; recommend to the Director of Maintenance and Operations major maintenance needs and methods to resolve them.
9. Receive, research, and respond to requests for service and information.
10. Utilize computerized work order and preventive maintenance program.
11. Oversee and participate in programming and utilizing the energy management system.
12. Inspect and approve small construction and installation projects of outside contractors; participate in the planning and monitoring of major construction projects; provide technical advice on maintenance aspects.

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13. Read and interpret blueprints as necessary to plan repair work and manage building maintenance and modification work; maintain building plans and equipment and vehicle maintenance records.
14. Provide the Director of Maintenance and Operations with prepared cost estimates for maintenance, repair, building modification, and remodeling projects.
15. Serve as the liaison for the Maintenance Department with other divisions, departments, and outside agencies; negotiate and resolve sensitive and controversial issues.
16. Serve as staff on a variety of boards, commissions, and committees; prepare and present staff reports and other necessary correspondence.
17. Provide responsible staff assistance to the Director of Maintenance and Operations; conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to maintenance programs, policies, and procedures as appropriate.
18. Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of building maintenance; incorporate new developments as appropriate.
19. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
20. Perform related duties as required.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operational characteristics, services, and activities of a building maintenance and repair program.

Procedures, methods, practices, materials, and equipment commonly used in a building maintenance and repair program.

Electrical, heating, ventilation, boiler, air conditioning, refrigeration, plumbing, painting, and carpentry principles and practices.

Vehicle repair and maintenance principles and practices

Types and level of maintenance and repair activities generally performed in a building maintenance program.

Occupational hazards and standard safety practices associated with a building maintenance and repair program.

Energy conservation measures including principles and practices of energy management schemes and strategies.

Principles and procedures of record keeping and reporting.

Office procedures, methods, and equipment including computers and applicable software applications.

Principles and practices of budget preparation and administration.

Principles of supervision, training, and performance evaluation.

Pertinent federal, state, and local laws, codes and regulations including provisions of the Uniform Building Code and other laws and regulations affecting the safe construction and repair of school buildings and systems.

Ability to:

Oversee and participate in the management of a comprehensive building maintenance and repair program.

Oversee, direct, and coordinate the work of assigned supervisory and maintenance staff.

Select, supervise, train, and evaluate staff.

Participate in the development and administration of program goals, objectives, and procedures.

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Prepare and administer large program budgets.
Prepare clear and concise administrative and financial reports.
Accurately determine work required and estimate the man-hours, materials, and cost of such work.
Perform skilled and technical buildings and facilities repair and maintenance work.
Read, understand, and interpret plans and specifications, blue prints and technical manuals.
Ensure staff compliance with federal, state and local rules, laws and regulations.
Operate office equipment including computer and supporting software applications.
Use and operate hand tools, vehicular and stationary mechanical equipment, and power tools and equipment required for the work in a safe and efficient manner.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Research, analyze, and evaluate new service delivery methods and techniques.
Interpret and explain department and District policies and procedures.
Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Minimum Education & Experience - Any combination of the following would provide a typical way to obtain the required knowledge and abilities.

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by college level course work in construction technology, mechanical and electrical technology, business administration, or a related field, with specialized training in building maintenance and repair.

Experience:

Six years of journey level experience in one of the building trades including two years of administrative and supervisory responsibility.

License or Certificate:

Possession of an appropriate, valid driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office environment with some travel to different sites and locations; some exposure to noise, dust, grease, smoke, fumes, noxious odors and gases; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside District boundaries to attend meetings.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; operate assigned equipment and vehicles; and to verbally communicate to exchange information.

6/19/01

Adopted by Board of Trustees June 21, 2016

Effective: June 22, 2016

Job Family: Supervisory