

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: District Facilities Supervisor - Buildings and Grounds

Unit: Supervisory and Professional

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Job Code: D1550
Original Date: 07/1989
Last Revision: 05/2022
Staff Type: Classified
FLSA status: Exempt
Salary Level: G

DEFINITION

Under the general supervision of the Facilities Manager, plan, organize, implement, direct and oversee a variety of District maintenance and repair activities and supervise skilled workers in the completion of maintenance and repair of District buildings and grounds.

EXAMPLE OF DUTIES

1. Supervise assigned employees; provide leadership and training as needed including awareness and safe handling of hazardous materials; appraise performance; provide for technical direction and guidance; make employment and transfer recommendations; may perform trade skills.
2. Schedule, plan, implement, and organize District skilled trade construction and maintenance projects.
3. Monitor the disbursements for a medium to large budget; prepare reports to management.
4. Coordinate with other maintenance supervisors and Facilities department management and staff regarding projects.
5. Work with outside contractors as needed. Write specifications, find and solicit bids from contractors, award bids, may inspect contractor work, and assure that the contractors meet schedules.
6. Assign routine and emergency maintenance jobs to skilled and semi-skilled trade workers, including rough and finish carpentry, glazing, roofing, masonry, painting, locksmith, electrical installation and repair of hardware and equipment.
7. Estimate cost of maintenance repair work; recommend use of outside vendors as appropriate; inspect completed work to assure compliance with contract requirements.
8. Inspect the work of skilled trade workers.
9. Inspect District buildings, grounds, and equipment for needed repair and maintenance; schedule preventative maintenance. May specify, direct, and inspect construction work, assuring projects meet Code and completed on time and on budget.
10. Prepare and submit budget for assigned functions; review periodic budget reports to compare actuals against the forecasts; provide explanations of variances as necessary.
11. Prepare various reports for submission to superiors; accumulate data and prepare narrative explanations.
12. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

- Applicable codes and regulations for plumbing, painting, electrical, carpentry and other related building and grounds repair work.
- Applicable laws and regulations for general contracting work as related to California community colleges.
- District organization, operations, policies, procedures, and objectives.
- Hazardous materials laws.
- Health and safety regulations.
- Methods, materials and equipment used in the building trades and grounds maintenance, including carpentry, painting, plumbing, masonry, roofing, locksmith and electrical and mechanical work.
- Operation of professional hand and power tools and equipment used by various building and maintenance trades.
- Oral and written communications skills.
- OSHA safety and safe work practices.
- Principles and practices of supervision and training.
- Reading and writing communication skills.
- Technical aspects of fields of specialty.

Skills and Abilities:

- Ability to estimate scope of work assigned.
- Communicate effectively both orally and in writing.
- Establish and maintain effective working relationships with others.
- Estimate cost of repairs and construction work.
- Follow oral and written directions.
- Layout, coordinate, supervise, and inspect maintenance projects.
- Maintain records and prepare reports.
- Meet schedules and time lines.
- Plan and supervise work.
- Read blueprints and sketches.
- Train and supervise personnel.

Training and Experience:

- Any combination of training and experience equivalent to: graduation from high school with ten years of skilled experience performing a wide variety of mechanical, electrical, plumbing, roofing, locksmith, masonry, and carpentry work, including two years of construction supervisory experience.
- Possession of a general contractor's license preferred.

License:

- Valid California Driver's License.

WORKING CONDITIONS

Physical Requirements:

- Category III

Environment:

- Indoor and outdoors. Travel from site to site. May include less desirable extremes working in construction areas subject to uneven and unpaved surfaces, and extremes of moisture, dust, and noise.