

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: District Facilities Supervisor – Business Processes

Unit: Supervisory and Professional

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Job Code: D1885
Original Date: 02/2015
Last Revision: 07/2017
Staff Type: Classified
FLSA status: Exempt
Salary Level: 12

DEFINITION

Under the general supervision of the Director, Facilities Services, or assigned manager, plan, organize, coordinate, and supervise a central call center and a maintenance and repair planning and scheduling function. Review, analyze, and modify practices and procedures to improve operational efficiency.

EXAMPLE OF DUTIES

1. Supervise the scheduling of all Facilities Services site improvement and maintenance tasks; develop preventative maintenance schedules for all district equipment and systems, including a two-week look ahead.
2. Supervise and implement large energy saving projects, HVAC upgrades, and lighting retrofits. Work with consultants to identify energy efficiency projects which qualify for State funding and reduce energy costs; act as liaison between district representatives, contractors, and engineers.
3. Supervise, plan, organize, schedule, and assign leads, supervisors, and other employees in a variety of tasks associated with Facilities Services functions; develop work load ratios for workers and leads; appraise performance and set benchmarks. May perform trade skills.
4. Provide leadership, training, technical direction, and guidance to the central call center staff and Facilities Services Supervisors in the performance of a wide range of customer service and clerical duties; make employment and transfer recommendations.
5. Improve, develop, and implement processes, procedures, and work practices. Identify and compare key performance indicators for reporting, inspecting, and repairing defects and/or deficiencies at district facilities. Oversee the Facilities Services Computerized Maintenance Management System (CMMS).
6. Supervise staff in the cost estimation of projects, site improvements, maintenance, and repair work; recommend use of outside vendors as appropriate; inspect completed work to assure compliance with contract requirements.
7. Assist in development of budgets for assigned functions; monitor disbursements to departments; prepare reports for management; provide explanation of variances as necessary.
8. Coordinate with district managers, supervisors, and staff regarding maintenance and operations projects, addressing conflicts with campus operations; coordinate with Facilities Services Supervisors regarding project planning and scheduling.
9. Write specifications for outside contractor work as needed. Find and solicit bids from contractors, award bids, inspect and oversee work, and assure that contractors meet schedules and comply with plans and specifications. Resolve conflicts and complaints. Prepare contracts and approve payment.
10. Develop list of prioritized needs for Local Scheduled Maintenance and State Scheduled Maintenance.
11. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS**Knowledge:**

Applicable business management principles.
Applicable codes and regulations for building and grounds repair work.
Applicable laws and regulations for general contracting work as related to California Community Colleges.
Conflict resolution techniques.
District Facilities Services functions, procedures, and objectives.
District organization, operations, policies, procedures, and objectives.
Equipment and materials used in buildings and grounds maintenance and repair.
Computerized Maintenance Management Systems and applicable computer programs.
Methods and procedures for scheduling improvement and maintenance projects.
Modern office practices, procedures, and equipment, including computer hardware and software.
Oral and written communication skills.
OSHA safety and safe work practices.
Principles and practices of preventive maintenance and process improvement.
Principles and practices of supervision and training.
Technical aspects of fields of specialty.
Various building/construction trades.

Skills and Abilities:

Analyze situations accurately and adopt an effective course of action.
Communicate effectively both orally and in writing.
Develop building maintenance and preventative maintenance plans and schedules.
Establish and maintain effective working relationships with others.
Estimate scope of work assigned and cost of repairs and construction work.
Estimate time required to complete jobs/tasks.
Identify and monitor key performance indicators to ensure good customer service, reasonable reaction time to high priority work orders, and completion of work in a timely manner.
Maintain records and prepare reports.
Meet schedules and time lines.
Monitor, benchmark, and measure performance in a facilities maintenance environment.
Operate standard office machines and equipment, including computer hardware and software.
Plan and supervise work.
Read blueprints and sketches.
Schedule and prioritize multiple jobs.
Train, supervise, and evaluate personnel.
Work independently with little direction.

Training and Experience:

Any combination of training and experience equivalent to: graduation from high school with five years of responsible experience in leading an operation in a facilities organization that schedules, plans, and coordinates building maintenance and repair functions and interacts with customers in a professional and efficient manner.

License:

Valid California Driver's License.

WORKING CONDITIONS**Physical Requirements:**

Category III

Environment:

Indoors and outdoors. Travel from site to site.