

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: District Facilities Supervisor - Equipment Repair

Unit: Supervisory and Professional

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Job Code: D1560
Original Date: 07/1989
Last Revision: 08/2016
Staff Type: Classified
FLSA status: Exempt
Salary Level: F

DEFINITION

Under the general supervision of the Director, Facilities Services, or assigned manager, plan, organize, and supervise the maintenance and repair of district equipment, vehicles, and other maintenance activities as assigned, including contracted services. Coordinate services with site administrators, other site staff, and Facilities Services staff.

EXAMPLE OF DUTIES

1. Supervise, plan, organize, schedule, and assign lead, journey-level skilled, and semi-skilled workers; provide for 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. Obtain required registration and licensing of equipment; implement and monitor all warranties.
3. Inspect district equipment and vehicles and diagnose need for repair and maintenance; provide for maintenance of adequate parts and supplies to perform necessary repairs.
4. Assist in developing maintenance budget, including assigned responsibilities for labor, materials, tools, equipment, and rolling stock; estimate job costs and prepare budgets; maintain cost and service records of district equipment.
5. Coordinate with other Facilities Services Supervisors regarding projects.
6. Coordinate maintenance services for emergency, urgent, and routine job order requests for equipment repair, including services contracted with outside vendors.
7. Establish priorities of repair projects; direct program of preventive maintenance; establish routine for inspecting the work of assigned employees.
8. Estimate labor, material, and overhead cost of repair projects; evaluate cost effectiveness of projects.
9. Prepare reports and bid specifications for purchase of equipment and vehicles and make recommendations for contract awards.
10. Assign technical trade workers to perform emergency and routine repair work; inspect completed work.
11. Prepare a variety of administrative reports with analysis and recommendations; compile data and prepare narrative explanations.
12. Develop and implement procedure and work practices for identifying, reporting, repairing, and inspecting of defects and/or deficiencies at district facilities.
13. Develop, implement, and interpret policies and procedures for equipment purchases and repair.
14. Implement and enforce safety regulations and practices.
15. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

- Applicable sections of State Education Codes.
- District organization, operations, policies, and objectives.
- Hazardous materials laws.
- Health and safety regulations.
- Inventory control practices and procedures.
- Modern office practices, procedures, and equipment.
- Oral and written communications skills.
- Principles and practices of supervision and training.
- Reading and writing communication skills.
- Repair methods and practices for a variety of equipment.
- Technical aspects of field of specialty.

Skills and Abilities:

- Apply knowledge of equipment repair in performing inspection work of employees' and vendors' work.
- Basic computer literacy.
- Communicate effectively both orally and in writing.
- Establish and maintain effective working relationships with others.
- Maintain records and prepare reports.
- Make arithmetic calculations.
- Meet schedules and time lines.
- Perform difficult and complex repair of equipment.
- Read blueprints and specifications and interpret schematics.
- Schedule, plan, and organize work.
- Train and supervise personnel.
- Work independently with little direction.

Training and Experience:

- Any combination of training and experience equivalent to: graduation from high school and five years increasingly responsible experience in equipment repair and inventory control, two years of which include supervision of technical staff.

License:

- Valid California driver's license.

WORKING CONDITIONS

Physical Requirements:

- Category III

Environment:

- Typically in a shop or warehouse setting.