SUPERVISOR, SKILLED MAINTENANCE
(Supervisory Designation)
(Range 44)

DEFINITION

Under general direction of the Director of Maintenance, Operations and Grounds assist in planning and implementing department operations and projects including serving as project manager, when assigned, for facilities construction, alteration, and maintenance projects including the HVA/C-R system and direct the operations of the department in the absence of the Director of Maintenance, Operations and Grounds; and perform other related duties as required.

DISTINGUISHING CHARACTERISTICS

The Supervisor, Skilled Maintenance is distinguished from other supervisory positions in that the incumbent has the responsibility for directing department operations in the absence of the Director.

The Supervisor, Skilled Maintenance is required to fill in for service needs in the absence of individual trades as required. This is a working position and requires “hands on” abilities in all trades. The incumbent in this position will promote institutional effectiveness by ensuring District facilities are maintained efficiently.

ESSENTIAL FUNCTIONS

- Assign, supervise, and evaluate the work of skilled maintenance, motorpool, and aquatics facility personnel;
- Coordinate, organize, and plan work from assigned work orders/requests;
- Inspect, repair, maintain, service, and trouble-shoot refrigeration, heating, ventilating, and air conditioning equipment, electrical and pneumatic control systems;
- Repair and/or replace electrical control wiring circuits;
- Install, repair, and replace filters, belts, bearings, motors, fans, thermostats, and all related parts of HVA/C and refrigeration equipment;
- Test and repair refrigeration systems;
- Repair and replace motors, including three phase;
- Perform tests of HVA/C and refrigeration units;
- Direct maintenance and grounds operations as assigned and in absence of the Director;
- Assist the Director in project planning, coordination, and completion; including building, grounds, landscaping, and athletic field projects;
- Develop and/or review contract documents and recommend modifications;
- Coordinate construction bid process including job walks, contractor qualification review, bid receipt and opening, bid evaluation, and recommendation for award;
- Serve as District construction manager when assigned, including communicating with and coordinating the work of project architects, inspectors, testing labs, project superintendents; evaluating change orders, submittals, substitutions, pay requests; calling and facilitating periodic project meetings;
- Plan, estimate, coordinate, and schedule the repair and replacement of campus roadway infrastructure, including walkways and parking lots;
- Provide instruction on Cal-OSHA standards, insurance carrier inspections, and safe working
conditions and practices; including body mechanics to be used in lifting, carrying, pushing, and/or pulling heavy objects;

• Operate light to moderately heavy construction/maintenance equipment such as fork lifts, trucks, and tractors;
• Estimate the scope, cost, tools, equipment, and materials required for particular jobs; including repairs and replacement of surface areas;
• Assist in developing and administering division budget, unit plan, and five-year plan;
• Plan for and/or draw and work from plans, blueprints, sketches for construction and/or maintenance projects;
• Plan and oversee a water management program including the monitoring of landscape irrigation, and potable water usage;
• Supervise maintenance personnel in the use of mechanical equipment, chlorine feed and solar heating systems for the swimming pool;
• Manage campus-wide recycling program;
• Assist with obtaining permits, licensing of hazardous waste pools, underground storage, and satisfying other waste management requirements;
• Compile written reports and give oral reports;
• Establish and maintain cooperative working relationships with those contacted in the performance of duties;
• Communicate effectively orally and in writing;
• Demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and of staff and students with physical and learning disabilities.

Duties may require the physical ability to:
• See for the purpose of reading laws and codes, rules and policies, and other printed matter;
• Hear and understand speech at normal levels;
• Understand and carry out oral and written directions;
• Speak so that others will be able to understand a normal in-person and telephone conversation;
• Work at a desk, conference table or in meetings of various configurations;
• Stand for extended periods of time;
• Bend and twist, push and pull, stoop, kneel, crawl;
• Lift and/or carry 100 pounds;
• Reach in all directions;
• Work at heights;
• Ascend and descend ladder.

ESSENTIAL FUNCTIONS OF PARTICULAR POSITIONS WITHIN CLASSIFICATIONS MAY VARY BECAUSE JOB DUTIES MAY VARY BY WORK LOCATION.

QUALIFICATIONS

Education:

Required
• Equivalent to graduation from high school;

Preferred
• Associate degree including management courses and training in the area of energy management or related fields;
• Appropriate experience may be substituted for education.
**Experience:**

Required
- Three years journeyman level in HVA/C-R, Construction, Electrical, or Plumbing trades;
- Two years supervisory.

Preferred
- Four years of increasingly responsible experience in building maintenance and operations and/or grounds, preferably including aquatic facilities and energy management.

**Knowledge of:**
- Effective supervisory methods and techniques;
- Tools, materials, methods, and terminology used in building and grounds;
- Methods and practices used in the maintenance of tools, machinery and equipment;
- Cal-OSHA standards and safe work practices;
- District policies and procedures related to maintenance and operations;
- Budgetary processes;
- Building codes, National Electrical codes, Uniform Mechanical codes, Uniform Plumbing codes, regulations and guidelines pertaining to the building trades;
- Material Safety Data Sheets;
- Hazardous Communications Regulations - "Right to Know";
- Fire Prevention, codes and extinguishers;
- Correct responses to emergency situations;
- CPR and First Aid.

**Licenses and Certificates:**

Required
- Possess a valid California Driver's License appropriate for the vehicles driven in the course of work.

Must be able to obtain in first year as condition of probation:
- Certificate to operate a fork lift;
- Class B California Driver’s License;
- HVA/C-R Certification;
- Certified Pool Operations certificate.