

# CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

## 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 direction, supervise, assign, review, and participate in the work of staff responsible for a full range of building maintenance duties to insure effective operations and maintenance of the buildings, facilities, and equipment at assigned campus; solve daily operational problems and consult with higher level management staff on major problems; ensure work quality and adherence to established policies and procedures; and perform the more technical and complex tasks relative to assigned area of responsibility.

### **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. Plan, prioritize, assign, supervise, review the work plan, and participate in the work of staff responsible for providing building maintenance and repair needs for assigned campus; coordinate assigned activities with other staff and departments as well as outside agencies and contractors.
2. Establish schedules and methods for providing assigned maintenance services; identify resource, material, and equipment needs; review needs with appropriate management staff; allocate resources accordingly.
3. Participate in the development of goals and objectives as well as policies and procedures; make recommendations for changes and improvements to existing standards, policies, and procedures; participate in the implementation of approved policies and procedures; monitor work activities to ensure compliance with established policies and procedures.
4. Participate in the selection of assigned maintenance staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
5. Participate in the preparation and administration of assigned program budget; submit budget recommendations; monitor expenditures.
6. Inspect the work of staff in progress and upon completion; provide advice and assistance to staff; ensure maintenance procedures are completed in a satisfactory and thorough manner and in compliance with District, departmental, and safety policies and procedures.
7. Recommend major maintenance needed to higher level supervisory and management staff; assist higher level supervisory and management staff in planning for major maintenance projects; participate in the preparation and implement of plans of action.
8. 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.
9. Plan for the installation of new equipment and modification of existing buildings; supervise, inspect, and approve small construction and installation projects of outside contractors.
10. Prepare cost estimates for building modification and equipment installation work; provide higher level supervisory and management staff with cost estimates for maintenance repair and remodeling projects.
11. Read and interpret blueprints as necessary to support repair work and supervise building maintenance and modification work.

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12. Utilize computerized work order and preventative maintenance program including data entry, work order generation, and preventative maintenance program development, evaluate the efficiency and accuracy of the work order system, prepare reports and recommendations for improvement to higher level supervisory and management staff.
13. Utilize computerized energy management system including basic programming and front end screen development and installation; monitor energy management system and make corrections as needed.
14. Maintain records concerning operations and programs including, but not limited to building plans, equipment and vehicle maintenance; prepare reports on operations and activities.
15. 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 into programs.
16. 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;
17. Provide Director of Maintenance and Operations with cost estimates for maintenance, repair, building modification, and remodeling projects;
18. Provide responsible staff assistance to the Director of Maintenance and Operations; participate in the development and implementation of goals, objectives, policies and priorities for assigned programs; conduct a variety of organizational studies, investigations and operational studies; recommend modifications to programs, policies and procedures as appropriate.
19. Perform the full range of building maintenance duties as required; operate related equipment.
20. Respond to emergency and public calls as necessary including those after hours.
21. 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:**

Operations, services, and activities of a building maintenance and repair program.

Principles of supervision, training and performance evaluation.

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

Basic electrical, heating, ventilation, air conditioning, plumbing, and carpentry 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.

Principles and practices of energy management schemes and strategies.

Basic principles and practices of budget preparation and administration.

Principles and procedures of record keeping and reporting.

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

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.

Vehicle repairs and maintenance.

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

**Ability to:**

Coordinate and direct building maintenance and repair programs.  
Supervise, organize, and review the work of maintenance staff.  
Participate in selecting, training, and evaluating assigned staff.  
Recommend and implement goals, objectives, policies, and procedures for providing building maintenance and repair services.  
Understand the organization and operation of the organization and of outside agencies as necessary to assume assigned responsibilities.  
Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.  
Prepare clear and concise reports.  
Participate in the preparation and administration of assigned budgets.  
Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.  
Perform the full range of building maintenance and repair work in the area of assignment.  
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.  
Read and understand plans and specifications, blue prints and technical manuals.  
Ensure adherence to safe work practices and procedures.  
Estimate time, material, and labor costs for maintenance and repair projects.  
Operate office equipment including computers and supporting software applications.  
Maintain accurate records and prepare clear reports.  
Plan and organize work to meet changing priorities and deadlines.  
Effectively represent the District to outside individuals and agencies to accomplish the goals and objectives of the unit.  
Work cooperatively with other departments and outside agencies.  
Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, District staff, or other agencies on sensitive issues in area of responsibility.  
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.  
Participate in the development and administration of program goals, objectives and procedures.  
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 specialized or 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:**

Five years of journey level experience in one of the building trades including one year of administrative and/or lead supervisory experience.

**License or Certificate:**

Possession of an appropriate, valid driver's license.

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**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 in both indoor and outdoor field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, electrical energy and high voltage and all types of weather and temperature conditions; work at heights on scaffolding and ladders; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; work near moving mechanical parts.

**Physical:** Primary functions require sufficient physical ability and mobility to walk, stand, and sit for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; push, pull, lift, and/or carry light to moderate amounts of weights; dexterity of hands and fingers to operate specialized hand and power tools and equipment; operate assigned equipment and vehicles; verbally communicate to exchange information.

2/20/96; 6/19/01

Adopted by Board of Trustees on June 21, 2016

Effective: June 22, 2016

Job Family: Supervisory