

## **DISTRICT SUPPORT SERVICES SUPERVISOR**

### **CLASS SUMMARY**

Under administrative direction, plans, organizes, coordinates, the maintenance, repair, minor renovations and construction work for district facilities. Supervise maintenance, operations and grounds personnel. Performs related work as required.

### **REPRESENTATIVE DUTIES**

Plans, organizes, coordinates, and evaluates the work of a variety of maintenance projects, monitor and provide guidance on building maintenance and repair programs associated with HVAC, plumbing, electrical, and carpentry; coordinates grounds maintenance program and the custodial program with campus and other district facilities; diagnoses operating problems and coordinates repair; process, assign and track maintenance work orders to ensure schedules are met; reviews and recommends maintenance and operation work schedules, purchase equipment and materials; participates in the selection of personnel; performs safety inspections of facilities and provides proper instruction and training for personnel on the safe use of materials and equipment; insures permits and inspections are maintained and kept up to date; evaluates cleaning products, schedules, and standards for buildings and equipment; manages applicable budgets; coordinates the work of the department with contractors, vendors, consultants and on-site personnel; inspects work for quality and changes; assists in ensuring projects are prepared for bid; investigates reports of accidents involving department personnel; confers with college staff in the planning of modifications to facilities; evaluates the work of employees.

### **ORGANIZATIONAL RELATIONSHIPS**

This class reports to the appropriate administrator and supervises assigned personnel.

### **DESIRABLE QUALIFICATION GUIDE**

#### **Training and Experience**

Four years of skilled, journey-level experience in one or more of the building or mechanical trades, demonstrated knowledge of all building trades and related functions as required, including three years of progressive management/supervisory experience over building trades, grounds, and/or maintenance.

#### **Knowledge and Abilities**

##### **Knowledge of:**

Methods, practices, equipment, and supplies used in the building construction trades; repair and remodeling of school buildings and equipment; applicable building codes and the Division of

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State Architect requirements; preventative maintenance programs and computerized maintenance management systems; the legal provision of school buildings and fire and safety regulations, construction plans and engineering drawings; current construction costs and practices; air conditioning, heating and ventilation, electrical and plumbing systems; record keeping and report preparation techniques of an administrative office; business and shop math applicable to the building trades; equipment, maintenance and repair; custodial and grounds maintenance operations; principles of supervision and training; public works bidding process and construction delivery methods.

Ability to: Plan and organize a maintenance program for equipment, grounds and buildings; estimate costs of maintenance work such as construction of walls, partitions, cabinets, repairs, painting, repair and installation of plumbing, repair and installation of electrical systems and repair of equipment; prepare clear and precise project specifications; reduce incremental maintenance costs through cost analysis of existing and future conditions; interpret blueprints and plans; prepare and interpret plans and specifications; communicate effectively; understand and carry out oral and written instructions; establish and maintain effective relationships with those contacted in the course of the work.

License: Posses a valid and appropriate California Driver's License.