



## **JOB TITLE: FACILITIES SERVICES SUPERVISOR**

Classification: Supervisor  
Salary Range: 25

Retirement Type: PERS\*  
Board Approved: September 5, 2000

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### **BASIC FUNCTION:**

Under the direction of the Director of Facilities Planning and Services, assign and oversee the daily activities, operations and special projects performed by the carpentry, paint, plumbing, welding and lock shop staff in the Facilities department; maintain repair and improve the interior and exterior of campus facilities to meet needs of students, staff and the community; supervise and evaluate the performance of assigned staff, direct and review the work of external contractors or repair companies as assigned.

### **REPRESENTATIVE DUTIES:**

Oversee the day to day operations of the carpentry, paint, plumbing, welding and lock shop personnel; involving work requests, maintenance, construction, alteration and renovation projects.

Train, supervise and evaluate assigned staff; recommend various personnel actions including discipline, termination, reassignment, promotions and others; participate on interview panels as requested.

Implement College and Departmental work rules and policies.

Estimate labor, materials, tools and equipment needed for activities and projects; order materials, tools and equipment required to perform and complete carpentry, cabinetry, paint, plumbing, welding and lock shop maintenance activities, projects or requests; prepare non-stock requisitions; obtain quotes; maintain inventory control over material and equipment received and used.

Survey facilities, review plans and drawings, and prepare drawings as needed.

Participate in various projects as needed; assist staff with completion of work requests or emergency situations as needed.

Inspect maintenance work, assigned construction, alteration and renovation projects to assess progress, safety and resolve deficiencies; communicate with those involved in projects to resolve issues and concerns.

Coordinate with department supervisors regarding projects; schedule various trade shops to maintain efficiency throughout projects to assure timely completion of projects.

Communicate with Deans, Directors, faculty or staff regarding needs and determine requirements; prepare rough drawings and specifications and obtain measurements at project sites.

Coordinate and exchange information with architects, engineers, consultants and contractors on designs and modifications.

Conduct safety meetings for staff; train staff on safe operation of equipment.

Prepare and maintain a variety of records and reports related to assigned activities and personnel.

Establish and prepare the preliminary budget for the carpentry, paint and lock shops for supplies, tools and equipment.

Meet with contractors to conduct walks of job sites; receive bids, quotes or estimates.

Attend a variety of meetings, workshops, seminars and training sessions as assigned; serve on assigned committees.

Contact and arrange for outside services when needed.

Participate in the more complex carpentry, painting and plumbing work.

Participate in the evaluation of services, materials and equipment.

Perform related duties as assigned.

#### **JOB QUALIFICATIONS:**

##### Education and Experience:

Four years of increasingly responsible paid work experience in a journey level position including one year of supervisory experience. (To be qualified at the journey level, one must have completed four years of rounded training and experience, usually acquired through a formal apprenticeship or equivalent training and experience.) Job related education may be substituted for the desired experience on the basis of one year of education for one year of experience, or any combination of training and experience which will provide the desired knowledge and ability to carry out successfully the assignments of the position.

#### **OTHER QUALIFICATIONS:**

##### Knowledge/Areas of Expertise:

Methods, materials and equipment used in carpentry, roofing, painting, locksmithing and building maintenance.

Methods of scheduling and coordinating work activities.

Principles and practices of supervision and training.

Safe work practices, policies and procedures.

Oral and written communication skills.

Record-keeping techniques.

Interpersonal skills using tact, patience and courtesy.

Inventory methods and control.

Budget preparation and control.

##### Abilities/Skills:

Oversee the daily activities, operations and special projects performed by the Facilities department.

Maintain, repair and improve the interior and exterior of campus facilities.

Supervise and evaluate the performance of assigned staff.

Estimate time and materials costs for various projects.  
Inspect sites for safe work practices and need for repairs.  
Prepare specifications, drawings and diagrams.  
Plan and schedule work.  
Use the required tools and equipment skillfully and safety.  
Establish and maintain cooperative and effective working relationships with others.  
Work independently with little direction.  
Work from sketches and blueprints.

Licenses or Other Requirements:

Valid California driver's license

**WORKING CONDITIONS:**

Long periods of standing, sitting and walking.  
Frequently moves from one work area to another.  
Interact with a variety of individuals.

\* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.