



## **JOB TITLE: OPERATIONS SUPERVISOR**

Classification: Supervisor  
Salary Range: 15

Retirement Type: PERS\*  
Board Approved: October 30, 2000

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### **BASIC FUNCTION:**

Under the direction of the Assistant Director of Facilities, Planning and Services, oversee the day-to-day assigned maintenance, operations, shipping and receiving activities of the District; assure that the assigned functions runs smoothly and meets schedules and assignments.

### **REPRESENTATIVE DUTIES:**

Oversee the day-to-day operations of the assigned operations, mailroom, shipping and receiving personnel.

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

Supervise, schedule and perform assigned maintenance, operations, shipping and receiving functions required to maintain College facilities in a clean, sanitary, efficient and safe condition.

Implement College and Departmental work rules and polices.

Confer with administrators regarding maintenance and custodial needs of buildings and facilities; travel to various sites to inspect need for repairs or completion of work.

Oversee all shipping and receiving functions including completion of purchase orders, material receipt, deliveries, record management and fixed asset inventory maintenance.

Maintain and prepare a variety of records related to personnel, facility maintenance activities, inventory, and other records and reports related to assigned activities.

Prepare rooms, furniture and equipment for special events; assign personnel to special events; prepare facilities for sports, registration, lectures and other activities.

Order and maintain proper levels of custodial supplies for all custodian assignments; maintain compressed gas inventory and order as needed for district vehicles; distribute supplies to appropriate building as needed.

Operate a variety of equipment used in the maintenance of facilities and shipping and receiving, including floor buffers, forklifts, vacuum cleaners and others; maintain equipment in clean, safe and operative condition; operate various office equipment as assigned.

Operate and demonstrate the proper and safe use of various hand and power tools, equipment and vehicles used in grounds and custodial work.

Communicate with other College personnel to assure effective work schedule, exchange information, resolve issues or concerns and coordinate activities.

Perform related duties as assigned.

### **JOB QUALIFICATIONS:**

#### Education and Experience:

Any combination equivalent to graduation from high school and four years of either custodial, maintenance or shipping and receiving experience, and one year of supervision experience.

### **OTHER QUALIFICATIONS:**

#### Knowledge/Areas of Expertise:

Methods, tools, materials, equipment used in shipping and receiving, custodial and general maintenance work.

Requirements of maintaining buildings in a safe, clean and orderly condition.

Principles and practices of supervision and training.

Safe practices related to cleaning methods and procedures.

Record-keeping techniques for maintenance, shipping, and receiving.

Policies and objectives of assigned program and activities.

Inventory methods and practices.

Oral and written communication skills.

Operation of office, custodial and other assigned equipment.

Warehousing procedures including receiving and inspecting materials.

#### Abilities/Skills:

Plan schedule and oversee maintenance, shipping and receiving, and operations activities.

Estimate and order required custodial supplies and equipment.

Confer with site administrators and supervisors regarding custodial needs, schedules and concerns.

Observe and report safety hazards and need for maintenance and repair.

Perform minor repairs to physical facilities.

Train, supervise and evaluate personnel.

Meet schedules and timelines.

Communicate effectively both orally and in writing using tact, patience and courtesy.

Understand and follow oral and written directions.

Work effectively and cooperatively with peers, faculty, staff, students, and community members from multi-cultural, diverse backgrounds.

Work independently with little direction.

Read, interpret and follow rules, regulations, policies and procedures.

Operate a variety of related machines and equipment.

Plan and schedule shipping and receiving and warehouse activities.

Licenses or Other Requirements:

Valid California Driver's license

**WORKING CONDITIONS:**

Indoor and outdoor environment.

Regular exposure to fumes, dust and odors.

Hearing and speaking to exchange information.

Seeing to monitor work.

Standing for extended periods of time.

Bending at the waist, kneeling or crouching.

Pushing and pulling cleaning equipment.

Lifting and moving heavy furniture and equipment.

Climbing ladders.

Exposure to cleaning chemicals.

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