



JOB TITLE: INDUSTRY & TECHNOLOGY TECHNICAL SUPERVISOR

Classification: Supervisor
Salary Range: 16

Retirement Type: PERS*
Board Approved: October 18, 1999

BASIC FUNCTION:

Under the direction of the assigned manager, oversee the daily operations of the Industry and Technology Division instructional laboratories; assure assigned areas are staffed and ready to serve students and faculty when classes are in session; train, supervise and evaluate assigned staff.

REPRESENTATIVE DUTIES:

Oversee the daily operations of the Industry and Technology Division instructional laboratories; oversee the checking-out and checking-in of supplies, tools and equipment to students in lab classes; assure assigned areas are staffed and ready to serve students and faculty when classes are in session.

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

Prepare and maintain daily logs related to events and instructional supplies in the Division; maintain records of cash receipts, personnel, maintenance and repair activities and other records and reports related to assigned activities.

Schedule the maintenance and equipment repair for assigned departments as needed; oversee the repair and maintenance activities of assigned staff; receive work/repair activities and other records and reports related to assigned activities.

Prepare work requests for the Division and follow-up on work in progress.

Oversee the tool room budget for assigned departments for supplies, open accounts and vendor repair.

Oversee the storage of hazardous materials; perform safety inspection in the Division and assure proper compliance.

Collect money from various departments and prepare receipts; submit moneys to Fiscal Services; receive and record cash receipts from Fiscal Services.

Communicate with instructors, staff and students and coordinate activities, resolve issues or concerns and exchange information.

Maintain inventory of division property, equipment and supplies; order materials as needed; inventory and supply first aid kits for assigned departments; process forms to declare surplus property for assigned departments.

Operate a computer and other office equipment as assigned; operate various tools in the industry and technology trade.

Prepare and maintain records related to donations, safety, work requests, personnel and other activities related to assigned activities.

Perform related duties as assigned.

JOB QUALIFICATIONS:

Education and Experience:

Requires any combination of two years of college-level technical course work and four years of work experience in a technical field, and three years of supervisory experience, preferably within a technical environment.

OTHER QUALIFICATIONS:

Knowledge/Areas of Expertise:

Tools, supplies and equipment of various trade
Principles and practices of supervision and training
Safe shop practices and methods
Inventory methods and control, record-keeping techniques
Interpersonal skills using tact, patience and courtesy
Oral and written communication skills
Proper handling and disposal of hazardous materials
Operation of a computer and assigned software

Abilities/Skills:

Oversee the daily operations of the Industry and Technology Division
Assure assigned areas are staffed and ready to serve students and faculty
Perform safety inspections and assure compliance
Train, supervise and evaluate assigned staff
Oversee the storage of hazardous materials
Oversee an assigned budget
Communicate effectively both orally and in writing
Establish and maintain cooperative and effective working relationships with others
Prepare and maintain logs, records and reports
Operate a computer and other office equipment
Meet schedules and timelines
Prioritize, schedule and assign work
Work cooperatively with others

Licenses or Other Requirements:

Valid California driver's license

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