

FACILITIES MAINTENANCE - STRUCTURES SUPERVISOR

DEFINITION

Under the direction of the Director of Facilities Maintenance, plan, layout, and supervise the work of skilled maintenance personnel involved in construction, repair, or remodel of District facilities.

TYPICAL DUTIES

Train, supervise and evaluate skilled maintenance personnel including carpenters, cabinet makers, roofers, locksmiths, painters, glaziers and others; prioritize, schedule and assign staff to assure timelines are met; inspect work in progress and work completed to assure adherence to codes, regulations and specifications; assure proper disposal of hazardous materials; develop plans and specifications for work requests; develop, review and/or approve cost estimates prepared by others; purchase materials for new work requests; inspect materials purchased by others; coordinate services and projects with other district trades, college and facilities administrators, staff and outside contractors; maintain a wide variety of records and prepare reports; monitor project costs, expenditures and related budget according to established guidelines. Inspect facilities for maintenance and repair needs and fire, safety and health hazards; work from blueprints, shop drawings and sketches; estimate materials and supply needs; travel to various district work sites; establish and maintain cooperative and effective working relationships with others. Participate in the planning and design of maintenance, capital outlay and schedules or deferred maintenance projects related to the area of responsibilities. Develop and/or review cost estimates, specifications and other required information related to facilities maintenance projects and assist in the development of related funding proposals/submittals to the state or other external agencies. Promote continued improvement for cost effective operations. Supervise and evaluate the performance of staff as required in policies and applicable union contracts; promote employee training and development programs; participate in the development and improvements to District's emergency and contingency plans and ensure departmental responsiveness in emergency situations. Perform related duties as assigned.

QUALIFICATIONS

EXPERIENCE

Four years increasingly responsible journey related experience, including two years in a lead or supervisory capacity, in a construction field.

EDUCATION

Associate's degree from an accredited institution, in construction; **OR**, completion of a four year program in a construction field.

SPECIAL REQUIREMENT

Possess and maintain a valid California Driver's License in compliance with Los Rios Board Regulation R-8343; employment is contingent upon meeting the requirements of Los Rios Board Regulation R-8343. This position may require operating a District or personal vehicle in order to complete assigned work within the scope of the position duties. Respond to emergency calls at night, weekends, and as necessary. Job tasks may require individual to work extended hours. Must successfully pass a pre-employment physical examination.

KNOWLEDGE OF

Modern practices, processes and materials pertaining to maintaining, repairing, altering and improving school buildings; construction of structures, roof applications and painting trade; methods, equipment and materials used in skilled maintenance work; applicable building codes, ordinances, fire regulations and safety precautions; health and safety regulations and procedures; shop mathematics; technical aspects of field of specialty; recordkeeping techniques; computers, computer programs as related to facilities including work management systems, programming and setup for project scheduling; general project costing processes and cost accounting as related to facilities management; interpersonal skills using tact, patience and courtesy; principles and practices of supervision and training.

ABILITY TO (ESSENTIAL FUNCTIONS)

Perform the basic functions of the position; plan, layout and supervise the work of skilled maintenance personnel involved in construction, repair or remodel of District facilities; train, supervise and evaluate personnel; assign and review work; prioritize and schedule work; inspect facilities for maintenance and repair needs and fire, safety and health hazards; climb ladders, crawl in attics, bend at waist and knees; lift up to 50 pounds unassisted; lift objects from floor to above shoulder level; work from blueprints, shop drawings and sketches; estimate materials and supply needs; travel to various district work sites; maintain records and prepare reports.

Physical and Environmental Factors: Ability to move about freely and safely at construction sites; climb ladders; crawl in attics, maneuver through tight and cramped spaces (i.e. trenches, crawl spaces, electrical and mechanical vaults, etc.). Drive to various district locations; lift up to 50 pounds unassisted.