

JOB TITLE: Supervisor, Grounds → FACILITIES OPERATIONS SUPERVISOR
Board Approved: 12/13/2011

MONTEREY PENINSULA COLLEGE

FACILITIES OPERATIONS SUPERVISOR

JOB SUMMARY

Under the general direction of the Vice President for Administrative Services, plan, coordinate, organize, evaluate, supervise and participate in the assigned facilities operations of maintenance, grounds and shipping/receiving; train and evaluate the performance of assigned staff.

EXAMPLES OF FUNCTIONS

Essential Functions

Plan, coordinate and oversee grounds maintenance activities including gardening work such as the planting, cultivating and maintenance of District grounds. Assist grounds crew with tasks when needed and required.

Plan, coordinate and oversee shipping and receiving activities including the pick-up and delivery of campus mail, shipping and receiving of all mail, items, parts, supplies, and furniture and equipment. Assist shipping/receiving employees when needed and required.

Plan, coordinate and oversee the maintenance, alteration, minor construction, installation and repair of college buildings, facilities, systems and equipment (HVAC, electrical, plumbing, mechanical, carpentry, painting, etc.) Assist maintenance crew with tasks when needed and required.

Plan, coordinate and oversee the facilities department office, including the central work order system, reception, communication and correspondence. Assist Unit Office Manager with tasks when needed and required.

Use standard practices, methods, materials and equipment to complete work in the various areas including carpentry, plumbing, painting, electrical, HVAC, grounds, etc.; regularly monitor and inspect work and functions in assigned areas; drive vehicle to conduct work.

Assure safety standards, policies and procedures are followed by all staff; create, deliver and/or arrange safety trainings; maintain or provide for accurate training records.

Provide project management for assigned areas. Supervise contractors; obtain and monitor cost estimates and bids, monitor punch list projects for closure.

Identify complex problems and recommend solutions at the campus level.

Prepare and maintain a variety of records and reports (work orders, proposals, purchase requisitions, contracts, etc.) related to assigned functions; review and authorize time records and overtime (personnel, payroll, NOE, etc.)

Train and evaluate the performance of assigned staff; interview and recommend employees for hire; recommend transfers, re-assignments, terminations, and disciplinary actions.

Prepare and administer budgets for assigned areas; monitor budget expenditures during the course of the year; make recommendations for purchase of new equipment and supplies.

Read and interpret blueprints to determine required courses of action; assist in the preparation of bid specifications.

Coordinate the District's Storm Water Management Program, Waste Management Program, Hazmat Program and Recycle Program; assure compliance with established guidelines and procedures related to the handling of storm water management, disposal of waste, disposal of hazardous materials and recycle management; work with local and state regulatory agencies to assure compliance; oversee asbestos abatement contracts to assure compliance with regulations. Manage the EMS (energy management system) conservation program at the College.

Coordinate the campus motor vehicle pool (vans and other vehicles); assure compliance with all DMV regulations such as registration and insurance; oversee regular maintenance and required service inspections to assure the vehicles are kept in good and safe operating condition.

Perform on-going facilities audits on campus buildings and utilities with emphasis placed on review of the physical condition of roofs, exteriors and interiors, the operation of HVAC, plumbing, electrical and other related infrastructure systems.

Assist in the implementation and development of long and short-range deferred maintenance projects; estimate cost of new projects and renovation assignments; follow established procedures for approval.

Maintain proper levels of grounds, maintenance, and shipping and receiving materials, supplies and equipment for assigned areas; order materials, supplies and equipment as necessary; take periodic inventories.

Coordinate activities in assigned areas with other functions in the facilities and operations activity; coordinate with instructional programs and public relations activities; assure staff is available to assist on special events; provide for proper furniture arrangement; arrange for equipment operation including HVAC, lighting and other systems and maintenance during special events.

Respond to emergency call-back and perform emergency tasks as needed.

Oversee and participate in furniture moving, fence mending and emergency repair or clean-up work; coordinate and assist in the preparation of facilities for athletic and special events.

Coordinate and supervise District shipping and receiving function, ensuring timely, efficient and cost effective services are provided; recommend alternate options and systems when necessary.

Other Functions

Perform other related duties.

Serve on college committees as assigned.

EMPLOYMENT STANDARDS

Education and Experience

Any combination of education, experience and training that would indicate possession of the required knowledge, skills and abilities listed herein. For example, high school diploma or equivalent and five years of facilities, maintenance, construction or grounds maintenance work, two of which are in a supervisory role.

Knowledge

Knowledge of: generally accepted principles and practices as related to scheduled maintenance, preventative maintenance, predictive maintenance, and other requirements, methods and practices of commonly recognized maintenance programs; safe methods, practices, equipment, and supplies used in building/facilities maintenance; building, health and safety, fire and life safety, and ADA regulations/requirements; safe use of methods, tools, materials, and equipment and practices used in grounds maintenance, US mail, and shipping and receiving entities; methods of cultivating, fertilizing, watering (sprinkler and irrigation systems), and spraying of trees, shrubs, flowers

and lawns; operation, use and care of specialized equipment used in the grounds maintenance and shipping & receiving fields; record-keeping techniques; proper methods and procedures related to handling and disposal of hazardous materials; proper methods and procedures related to storm water management, waste and recycle management, and mail delivery; budgeting techniques and inventory control; principles and practice of supervision; applicable sections of State Education Code and other applicable laws.

Ability

Ability to: plan, organize and oversee the employees and contractors involved in maintenance and repair of buildings, facilities and equipment, grounds maintenance and shipping and receiving work at the campus; safely operate and train others in the safe operation of a variety of grounds maintenance, building maintenance, and shipping and receiving equipment; inspect buildings, facilities and equipment for maintenance repair needs, safety, fire, and ADA and health hazards; work from blueprints, shop drawings and sketches; operate a motor vehicle and a wide variety of power equipment and hand tools related to facilities, maintenance, shipping/receiving and grounds; recognize and identify common species of plants, pests and weeds; apply specialized chemicals to control and eradicate weeds, insects, and other pests; supervise, train and evaluate the performance of assigned staff; set goals and objectives for assigned staff; analyze situations accurately and adopt an effective course of action; coordinate activities with other operations and functions; use various computers, software, and other related equipment as required to fulfill the needs of the job; quickly learn and effectively use new equipment, hand tools, methods and procedures related to facilities, maintenance, grounds and shipping/receiving; communicate effectively orally, and in writing; prepare reports, and maintain records; work independently with little supervision; learn, apply and explain systems, policies, procedures, rules and regulations; prioritize and schedule work to meet schedules and time lines; make arithmetic calculations quickly and accurately; establish and maintain effective work relationships with those contacted in the performance of required duties; demonstrate an understanding of sensitivity to, and appreciation for, the academic, ethnic, socio-economic, disability and gender diversity of students and staff attending or working on a community college campus.

Physical Effort/Work Environment:

Indoor and outdoor environment; weekday and or weekend work days; drive a vehicle to conduct work; bending at waist, kneeling or crouching; lifting, pushing or pulling heavy objects; full body exertion; standing, walking, and sitting for extended periods of time; climbing ladders and working at heights and depths.

Work Environment

Work environment may include regular exposure to fumes and dirt; noise from equipment operation; some exposure to chemicals used in controlling pests and weed abatement; some work in cramped or restrictive work chambers; work around, and with machinery having moving parts including power equipment.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license. Employee must be insurable by the employer's insurance carrier at all times while employed in this classification.