

## ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

### SUPERVISOR, MAINTENANCE

CMS Salary Range 27

#### **BASIC FUNCTION:**

Under direction of the Director of Facilities Services, coordinate, supervise, and participate in the construction, repair, and maintenance of District facilities, systems, and equipment; to inspect, review and evaluate the District maintenance operational functions and activities; to provide technical input concerning complex or unusual maintenance matters; to assist in determining priority of work orders, ordering stock, material, and supplies. Performs other duties as may be assigned.

#### **REPRESENTATIVE DUTIES:** *E = indicates essential duties of the position*

- Establishes priorities, organizes, schedules, coordinates, supervises and participates in the work functions of the maintenance, repair and construction operation. In the absence of the Director of Facilities Services, is responsible for grounds, maintenance, and custodial operations. (E)
- Inspects and reviews maintenance work sites, school facilities and office buildings to ensure against safety hazards and improper preventative maintenance. (E)
- Evaluates school facilities and office buildings, and determines repair and refurbishing needs. (E)
- Reviews work orders and major project plans, and assist in the coordination of manpower resources and material allocations. (E)
- Assists in the planning, development and conduct of orientation and in-service training programs for maintenance personnel. (E)
- Confers with various District and site personnel and others regarding maintenance, repair and construction projects, and serves as a liaison to vendors and contractors providing service to the District. (E)
- Assists in the budget planning and expenditure control process. (E)
- Reviews and approves supply, material and equipment requests and recommends acquisition of needed stock in order to maintain an appropriate maintenance operational inventory. (E)
- Responsible for planning, organizing and maintaining a variety of records pertaining to the maintenance operational process, which may include cost estimates as to time and material, personnel service time and performance evaluation data. (E)
- Advises and assists skilled craft and general maintenance personnel in arriving at alternative solutions to unusual and unforeseen problems, issues and concerns. (E)
- Performs highly technical and skilled maintenance craft functions. (E)
- Establishes schedules for ongoing preventive maintenance and equipment replacement. (E)
- Interprets and administers applicable sections of the collective bargaining agreements. (E)
- Maintains active communication within the District, and other Districts and public agencies. (E)
- Responsible for planning, developing, and maintaining comprehensive information management, storage and retrieval system. (E)
- Prepares management operational reports as required. (E)
- Responsible for the prioritizing, organizing, preparing and overseeing all in-house maintenance planned jobs, and conduct weekly meetings. (E)

- Prepares specifications and documents, solicits quotes and presents to the Director of Facilities Services for approval on any contracts under \$15,000. Serves as college construction project inspector. (E)
- Actively participates in recruitment and selection of maintenance personnel and recommend employment of maintenance personnel. (E)
- Responsible for the evaluation of work performance of assigned maintenance staff. (E)
- Performs other duties as may be assigned.

**EDUCATION AND EXPERIENCE:** Any combination equivalent to: Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

**Experience:**

Five years experience in construction management or maintenance and repair of large buildings and facilities, including four years at the journey level and at least 2 years in a supervisory capacity.

**Education:**

High school diploma supplemented by advanced training or coursework in one or more of the maintenance craft areas, organization and supervision, or a closely related area.

**LICENSE REQUIREMENT:**

- Possession of a valid California Motor Vehicle Operator's License.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

- Supervises utility & maintenance workers, skilled trades workers and hourly and student workers.

**CONTACTS:**

- Co-workers, other departmental staff, trades associations, vendors, faculty, students and the general public.

**PHYSICAL EFFORT:**

- Requires the ability to exert some physical effort, such as walking, standing and light lifting
- Minimal dexterity in the use of fingers, limbs and body in the operation of office equipment.
- Tasks require extended periods of time at a keyboard.
- Requires the ability to maintain effective audio-visual discrimination and perception required for communicating with others.

**WORKING CONDITIONS:**

- Work is performed in an indoor and outdoor environment.
- Normal office environment.
- May have exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, mechanical and electrical hazards, and all types of weather and temperature conditions.