



Position Title:	Zone Maintenance Supervisor	Job Code:	3227-01E
Reports To:	Director	Job Group:	PEC
Department:	Facilities Management	Salary Grade:	15
Prepared By/Date:	Jennifer C. Brito/10-23-2006	FLSA Status:	Exempt
Approved By/Date:	Prospero Herrera/10-23-2006		
Revised:	Jennifer C. Brito/8-18-2010		

Summary:

The Zone Maintenance Supervisor is responsible for the proper operation of all systems and equipment, supervises and directs required repairs, renovations, and preventative maintenance so that the primary College mission may be maintained.

Essential Duties and Responsibilities:

- Plans, implements and administers a preventative maintenance program to provide maximum life to facilities and reliability necessary to support the college mission consistent with resources available and industry guidelines.
- Directs repairs with College personnel.
- Procures repairs and parts utilizing College purchasing system.
- Plans renovations, and equipment modernization using capital outlay funds as required for supporting the College mission.
- Provides regular verbal/written reports to the Director.
- Provides specific reports on emergencies or any major item in an inoperative state overnight, weekends, or longer.
- Provides detailed administration of attendance, punctuality, use of sick leave, payroll, overtime records, employee evaluations, discipline, etc.
- Reviews training requirements for subordinates as required encouraging promotion from within when possible.
- Monitors and analyzes quantity of tools available, usage, breakage losses; provide a control and accountability plan.
- Presents TMA daily job assignments for the day for each subordinate with daily review of progress made and evaluation of work productivity on a day-by-day basis.
- Directs grounds personnel.
- Monitors and controls staff overtime.
- Provides scheduling information of all outstanding work to concerned parties.
- Reviews, revises and publishes schedules on a regular basis.
- Supervises the development, maintenance, and modification of the short and long-term maintenance (CIP-Capital Improvement Plan) Capital Outlay plan.
- Reviews all requests for new work on work orders and offer recommendations, suggestions, etc.
- Conducts secondary responsibilities for monitoring new construction, but is expected to periodically review job progress, and inspect, at the detail level areas of workmanship that will directly impact this future maintainability of the job. When necessary the zone supervisor, should include the lead or key trades' personnel impacted by this project. The zone supervisor should coordinate these reviews with the new construction coordinator. On construction jobs that impact the normal College processes, the zone maintenance supervisor shall participate in pre-construction, final inspection, and other meetings as required. All utility outages or modifications are coordinated by zone supervisor.

- Plans review on all projected new construction and comment accordingly. Perform shop drawing reviews, and forward all comments via supervisor.
- Monitors and develops the budget plan for Fund I, forecast the needs in advance a review the progress at least monthly with the Director of Support Services.
- Coordinates all maintenance activities with the appropriate campus offices to insure that the primary College mission can be obtained whenever possible and/or that repairs can be done with minimum impact.
- Monitors regularly incoming utilities and advises the appropriate supervision and campus personnel of problem and estimated correction time.
- Oversees pre and post hurricane preparations.
- Monitors the sweeping and grounds maintenance contractors.

Knowledge, Skills and Abilities:

- Knowledge of ordering job materials and accounting for job labor and material costs.
- Knowledge of planning and scheduling techniques.
- Knowledge of computer-based work order management systems Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
- Knowledge of Microsoft Word, and Microsoft Spreadsheet.
- Organizing and coordinating skills.
- Records maintenance skills.
- Skill in organizing resources and establishing priorities
- Ability to plan, assign, review, supervise and inspect the work of others, schedule facilities and staff, and coordinate work with other trades.
- Ability to read blueprints submitted for work permits and to conduct inspections to assure the work proceeds in accordance with approved planned and codes.
- Ability to enforce building codes and MDC codes with firmness, tact, and impartiality.
- Ability to use electronic mail, web based trouble report systems, and pda based C.M.M.S. software.
- Ability to foster a cooperative work environment.
- Ability to read, understand, follow, and enforce safety procedures.
- Ability to supervise and train assigned staff.
- Ability to make administrative/procedural decisions and judgments.
- Ability to gather data, compile information, and prepare reports.
- Ability to coordinate and/or supervise independent contractors.
- Ability to perform complex tasks and to prioritize multiple projects.
- Ability to perform inspections and make necessary adjustments to conform to job specifications.
- Ability to work and communicate in a multi-ethnic/multi-cultural environment, travel in county and be willing and able to work any shift, weekends, and holidays, perform on-call and respond to after-hour emergencies.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This is physical work that requires the following activities: sitting, standing, walking, bending, kneeling, crouching, twisting, stooping, reaching, finger dexterity, grasping, feeling, repetitive motions, talking, hearing and visual acuity.

Must be able to lift/carry, push/pull up to 50 lbs over a distance of 20 feet, and work from heights and in areas where climbing a ladder is required.

This individual is exposed to both indoor and outdoor environment conditions.

Essential Personnel:

This function/position has been designated as “essential.” This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover, and continue operations at the College.

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Associate's degree and ten (10) years experience in the maintenance of large buildings, grounds, and mechanical systems with emphasis on supervisory experience.
- A comprehensive knowledge of trade tools and of occupational hazards, safety precautions, local codes, and regulations pertaining to the trades is essential.
- Must have a valid Drivers License and able to travel to any campus.
- This is a district position requiring the individual to work on all campuses.

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name