



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:	Andres Baena/12-16-2011		
Revised:	Donna French/12-16-2011		

Summary:

This position 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, and other administrative tasks as needed
- Reviews training requirements for subordinates as required encouraging promotion from within when possible.
- Monitors and analyzes quantity of tools available, usage, breakage losses; provides 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.
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Comprehensive knowledge of trade tools and of occupational hazards, safety precautions, local codes, and regulations pertaining to the trades
- Knowledge of ordering job materials and accounting for job labor and material costs
- 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 Office applications to include Word and Microsoft Excel Spreadsheets and ability to use electronic mail, web based trouble report systems, and PDA (Personal Digital Software) based C.M.M.S. software
- 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 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 travel in county, work any shift, weekends, holidays, perform on-call, and respond to after-hour emergencies
- Ability to work and communicate effectively in a multi-ethnic/multi-cultural environment with students, faculty, and staff

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
- Possess a current valid Driver License with the ability to travel to any campus

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name