

Classification Description



Job Title: Supervisor, Facilities Maintenance and Operations

Pay Grade: 113

Job Code: 3830

FLSA: Non-exempt (8 hour)

Job Purpose

This position supervises all maintenance work performed by maintenance personnel at an assigned FSW campus or campuses. The Supervisor, Facilities Maintenance and Operations is responsible for proper operation of facilities systems and equipment. This position supervises and directs all maintenance programs including, but not limited to required repairs and renovations to maintain the primary College facilities and mission. Work may include day or evening supervision of maintenance personnel or contract services related to maintenance, custodial, and grounds.

General Responsibilities

Essential Functions

Oversees assigned physical plant operations, monitoring, and maintenance which may include mechanical, electrical and plumbing (MEP) systems, utility plants and energy management systems, custodial, grounds, and regular maintenance contract services and mail room services.

Oversees all purchasing and inventory needs; ensures that purchase requests are in compliance with College policies and procedures.

Supervises minor remodels to include reviewing and signing off on plans; securing needed permits and inspections in partnership with the district facilities office; working with general contractors; supervising maintenance, clean-up and move schedules.

Plans and implements a preventative maintenance program to provide maximum life to systems and equipment. Coordinates and facilitates walkthrough inspections and due diligence investigations conducted by contractors and A/E consultants. Assists with pre- and post-hurricane preparations and provides specific reports on emergencies and any major issues. Monitors mechanical, electrical, and plumbing and other utilities. Advises of any problems and estimates of time as to when services are to be restored. Monitors and analyzes quantity of tools available, usage, breakage, losses and provides a control and accountability plan.

Establishes work priorities for skilled and unskilled, internal or outside laborers to include establishment of completion schedules and evaluation of completed projects to ensure compliance with job specifications.

SUPERVISOR, FACILITIES MAINTENANCE AND OPERATIONS

Ensures maintenance activities, special projects and other physical plant operations comply with appropriate laws, building codes, and State Board of Education rules; works with district facilities management representatives on permitting, inspections and other code compliance requirements.

Develops annual budget recommendations for maintenance needs, preventative maintenance services and minor facility improvements; manages and approves expenditures within allocated budget; submits required invoices and back-up documentation for payment.

Responds to emergency calls as needed during duty and non-duty hours to handle repairs or damages that may occur due to weather or other events.

Provides appropriate building and systems access to outside contractors, continuing contract services, maintenance providers and other organizations/agencies (i.e. electric company, inspectors, city/state officials, etc.) requiring access to the physical plant.

Manages department personnel to include interviewing and recommending candidates for hire, supervising daily staff activity, preparing performance evaluations, training and other related activities for assigned staff members.

Provides reports and updates to campus administrators and College Facilities office regarding energy usage, maintenance schedules, evaluation of contract services, and other related physical plant operations.

Provides and maintains cellular telephone and high-speed internet technology services, which allows immediate accessibility to the College through text and voice messages by cellular phone, and responds as needed.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can safely perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

High School diploma or GED.

Three (3) years of responsible supervisory experience in plant operations, construction or maintenance related field.

Eight (8) years in trades with four (4) years as a journeyman in a specific field of trades.

Demonstrated knowledge of mechanical, electrical, plumbing and building systems; trade skills, energy management system and preventative maintenance.

SUPERVISOR, FACILITIES MAINTENANCE AND OPERATIONS

Demonstrated knowledge of or ability to research and learn relevant laws, building codes and State Board of Education Rules.

The ability to learn appropriate job specific technology as required.

Possess a current valid Driver's License with the ability to travel independently for College business.

Ability to work evening, early morning and/or weekend hours as needed.

Demonstrated experience using a personal computer, office software such as MS Office and electronic mail.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.

SUPERVISOR, FACILITIES MAINTENANCE AND OPERATIONS

- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

Physical:	Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 40 or more pounds.
Environmental:	Typically in a normal general office. Requires frequent visits to buildings and outdoor locations on a campus, while also spending time at construction sites.
Mental:	Routinely requires the ability to interpret, analyze and perform critical thinking skills.
Approved:	May 22, 2019. Revised: December 1, 2022, and January 23, 2023, July 1, 2023.