

LEAD FACILITIES & MAINTENANCE SUPERVISOR

Purpose Statement

The purpose of the Lead Facilities & Maintenance Supervisor is to serve in a supervisory capacity and act as the primary technical advisor to assist the Support Services Director.

Reports to: Support Services Director

Functions:

- Provides temporary supervision of project work as assigned by the Support Services Director
- Prioritizes work orders in backlog by utilizing customer and manager input
- Utilizes backlog reports to forecast work orders and projects
- Plans and coordinates departmental operations and needs with appropriate personnel and other agencies
- Schedules daily work orders utilizing shop personnel based on prioritization (Schedules will reflect various types of priorities to allow for effective movement of personnel when reacting to unforeseen changes to the daily schedule.)
- Verifies compliance to the daily schedule
- Verifies accuracy and completeness of work order reporting, i.e. man-hours, material used, details of completed work, etc.
- Acts as first line of contact for variances to the daily schedule
- Works within State Procurement Standards when ordering/acquiring material
- Supervises execution of work orders as required
- Assures timely completion of assigned work within industry quality standards
- Provides Project Management as assigned by the Support Services Director
- Perform duties as a liaison with regulatory agencies as assigned by the Support Services Director
- Provide orientation and training of employees as assigned
- Performs minor repair work involving skills in carpentry, masonry, fencing, brick paving, form setting, asphalt, roofing, concrete work and welding
- Performs repair and maintenance work on buildings, facilities and equipment
- May perform work on minor construction or remodeling projects
- May perform minor painting
- Maintains preventative maintenance work schedules, work history records, and performs preventative maintenance
- Works within a cost control budget; controls costs on materials and tool purchases; may develop an estimate of costs for repair jobs and new installations
- Participates on committees as assigned; makes suggestions to improve district/departmental operation; assists in establishing work schedules designed to minimize impact on instruction
- Exhibits patience, courtesy and tact when dealing with others
- Promotes and supports district-wide educational advancement
- Integrates knowledge and skills that are relevant to Governing Board goals
- Performs other related duties as assigned

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

- Associate's Degree or higher from an accredited institution of learning;
- Four years of work experience within the area of maintenance and/or construction/trades
- Demonstrated skill in the use of hand and machine tools
- Exhibit excellent verbal and written communication skills

- Exhibit excellent computer skills
- Equivalent combination of education/training/experience

MENTAL AND PHYSICAL REQUIREMENTS

- Ability to follow oral and written instructions
- Ability to use office equipment such as telephones, computers, copiers, and printers
- Ability to lift and carry up to 100 pounds
- Ability to climb stairs and ladders and work in elevated areas
- Ability to bend, squat, stoop, kneel, twist, crawl and lift one or both arms above shoulder level
- Ability to work in small, cramped, or confined spaces
- Ability to walk on uneven surfaces, if necessary
- Ability to work under adverse conditions involving noise, heat, cold, noxious chemicals, heights, high voltage electricity and all weather and temperature conditions
- Ability to work in a shop environment and both indoors and outdoors
- Ability to use hand and power tools
- Ability to operate an automatic or standard transmission motor vehicle

FLSA STATUS: Non- Exempt

APPROVAL DATE: 9/26/2016

PAY LEVEL: LEVEL 6