



Job Description

JOB TITLE: Plant Operations Supervisor

PAY GRADE: CS 15

LAST REVISED: January 2014

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general direction of the Director-Facilities and Operations and Deputy Director - Plant Operations, supervises, assigns, reviews, and participates in the work of staff responsible for the performance of a wide variety of plant operations functions for District campuses and facilities which include custodial, grounds, energy, maintenance, and transportation; supervises evening plant operations functions; ensures work quality and adherence to established policies and procedures; and performs the more technical and complex tasks relative to assigned area of responsibility.

REPRESENTATIVE DUTIES - *The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Plans, prioritizes, assigns, supervises, oversees, and reviews the work of staff responsible for the performance of a wide variety of plant operations functions for District campuses and facilities. Is responsible for ensuring that the work completed meets appropriate and applicable quality and safety standards.
2. Establishes schedules and methods for providing services; communicates regularly with assigned staff to ensure that performance expectations are understood; communicates regularly with supervisors to ensure a clear understanding of District priorities, goals, and expectations; identifies resource needs; reviews needs with appropriate management staff; allocates resources accordingly.
3. Participates in the development of Division goals and objectives (per the ePAR process) as well as policies and procedures; participates in the Program Review process for the Division; makes recommendations for changes and improvements to existing standards, policies and procedures; participates in the implementation of approved policies and procedures; monitors work activities to ensure compliance with established policies and procedures.
4. Participates in the selection of plant operations staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures per the FUSE contract.
5. Participates in the preparation and administration of the assigned budget; submits budget recommendations; monitors expenditures.
6. Prepares and/or manages the preparation of project cost estimates, schedules, plans and specifications; manages the completion of assigned projects; directs the preparation of requisitions for purchase of supplies, materials and services, and reviews and approves requisition requests and invoice payments.
7. Receives and responds to after hours emergency calls for plant operations services; determines appropriate action to be taken and assigns staff accordingly.



Job Description

8. Provides plant operations assistance to outlying extension sites and campuses as needed; coordinates plant operations services with appropriate management staff on site.
9. Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of plant operations; incorporates new developments as appropriate into programs.
10. Performs related duties as required.

QUALIFICATIONS - *The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

Knowledge of:

Operations, services and activities of a plant operations program.
Principles and practices of project management.
Occupational hazards and standard safety practices.
Principles of supervision, training, and performance evaluation.
Basic principles and practices of budget preparation and administration.
Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

Coordinate and direct plant operations programs.
Supervise, organize, and review the work of assigned staff.
Select, train, and evaluate staff.
Manage assigned projects.
Recommend and implement goals, objectives, policies and procedures for providing plant operations services.
Understand the organization and operation of the District as necessary to assume assigned responsibilities.
Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.
Participate in the preparation and administration of assigned budgets.
Interpret plans and specifications.
Maintain accurate records.
Prepare clear and concise reports.
Ensure adherence to safe work practices and procedures.
Respond to after hours emergency calls for plant operations services.
Plan and organize work to meet changing priorities and deadlines.
Work cooperatively with other departments and outside agencies.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in plant operations or a related field.



Job Description

Experience:

Four years of responsible plant operations experience including one year of administrative and/or lead supervisory experience.

License or Certificate:

Possession of an appropriate, valid driver's license.

Possession of, or ability to obtain, an appropriate, valid forklift certification.

Possession of, or ability to obtain, an appropriate, valid Hazardous Materials Awareness training card.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT - *The conditions herein 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 job functions.*

Environment: Work is performed primarily in a standard office setting with travel from site to site for the coordination of facilities maintenance and custodial duties; exposure to noise, dust, fumes, inclement weather and potentially hazardous materials or chemicals.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting with travel from site to site; to stand or sit for prolonged periods of time; to occasionally walk, stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to heavy amounts of weight; to operate vehicles, forklift and office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.