



## Job Description

**JOB TITLE:** Supervisor, Campus Operations

**PAY GRADE:** CS 16

**LAST REVISED:** July 2008

*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 Assistant Director of Facilities & Operations and daily technical direction of the assigned campus Dean, supervises, assigns, reviews and participates in the work of staff responsible for facilities maintenance at an assigned campus; ensures work quality and adherence to established policies and procedures; and assists an administrator in carrying out the annual business plan of the campus, including coordinating, facilitating, and monitoring capital projects.

**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, reviews and participates in the work of staff responsible for facilities maintenance at an outlying, full-service and dedicated campus.
2. Establishes schedules and methods for providing various campus services; identifies resource needs; reviews needs with appropriate management staff; allocates resources accordingly.
3. Participates in the development of goals and objectives as well as policies and procedures; 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. Provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures.
5. Participates in the preparation and administration of the assigned campus budget; submits budget recommendations; monitors expenditures.
6. Supervises and coordinates skilled maintenance, energy/HVAC, grounds keeping, custodial and audio visual services; evaluates and plans physical plant operations for current maintenance and participates in planning for future expansion and construction.
7. Serves as construction management assistant for the District at assigned campus; serves as primary liaison between campus staff and the Expansion Project Team; regularly interfaces with District project management and attends project team meetings to develop and maintain an understanding of all project activities and overall project scope; represents, communicates, interprets, and explains campus requirements, expectations, and issues to members of the project team; attends campus meetings as project representative; prepares information and correspondence to campus staff, students, and faculty to keep them apprised of project status; prepares project status information as requested for community outreach.
8. Assists District project management in the implementation of capital construction activities; provides

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input on project designs, plans, and specifications; participates in contractor selection procedures; develops and reviews project schedules; provides on-site supervision and inspection of contractor work; notifies District project management and contractor site superintendent of any observed job site behaviors that appear unsafe; reviews change orders; processes contractor payments.

9. Serves as project facilitator for all maintenance and repair projects at assigned campus; coordinates all project activities and represents the campus' interests to contractors and subcontractors; ensures that workmanship is acceptable and that applicable codes and standards have been met; represents, communicates, and explains project goals, activities, milestones, and related requirements to the campus community.
10. Coordinates with and assists the District's Facilities Development department on matters such as transportation, environmental, planning and research for building and construction, and project preparation.
11. Researches, interprets, applies and communicates applicable codes, regulations and laws pertaining to facility maintenance and operations, including those relating to skilled trades areas, safety and health, transportation, grounds keeping, handling of hazardous materials and environmental protection. Develops preventive maintenance schedules in conformance with District policy and manufacturer requirements; maintains records for preventive maintenance and equipment service.
12. Coordinates and manages special projects assigned by the Dean, including but not limited to commencement, events and exhibits.
13. Provides administrative oversight of campus facility use including classrooms, offices, and key assignments.
14. Serves on a variety of committees, such as but not limited to those for safety, recruitment and hiring, special events, and facility planning.
15. Maintains up-to-date knowledge of trends and new developments in systems, techniques and procedures for facilities maintenance.
16. 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 an outlying, full-service and dedicated campus.

Skilled trades and general services work activities performed in connection with maintaining facilities and grounds.

Principles and practices of construction project management.

Time, material, and labor cost estimating principles and practices used in maintenance and repair projects.

Principles of supervision, training, and performance evaluation.

Principles and practices of budget preparation and administration.

Principles and procedures of record keeping.

Principles of business letter writing and basic report preparation.

Modern office procedures, methods, and equipment including computers.

Occupational hazards and standard safety practices.

Pertinent federal, state, and local laws, codes, and regulations including safety and environmental health laws.

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Coordinate and direct facilities maintenance and operations programs at an outlying, full-service and dedicated campus.

Supervise, organize and review the work of assigned staff involved in administrative and education support services.

Select, train and evaluate staff.

Recommend and implement goals, objectives, policies and procedures for providing administrative and education support services and facilities maintenance operations.

Understand the organization and operation of the District and of outside agencies 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.

Prepare clear and concise reports.

Participate in the preparation and administration of assigned budgets.

Estimate time, material and labor costs for maintenance and repair projects.

Maintain equipment records and parts inventories.

Apply collaborative decision-making processes.

Evaluate and solve administrative support and operational problems and independently take corrective actions.

Plan and organize work to meet changing priorities and deadlines.

Effectively represent the District to outside individuals and agencies to accomplish the goals and objectives of the unit.

Work cooperatively with other departments, District staff 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:**

A Bachelor's degree from an accredited college or university with major course work in business administration or a related field.

### **Experience:**

Four years of responsible experience in a facilities support capacity including one year of administrative and/or lead supervisory experience.

**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.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; 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 moderate amounts of weight; to operate 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.



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