

BUTTE-GLENN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: SUPERVISOR, CONSTRUCTION AND BUILDING MAINTENANCE

U164.100

BASIC FUNCTION: Under the direction of the Director, Facilities Planning and Management, directs and supervises the daily activities and resources related to the operation of the District's Building-Maintenance and Construction. Participates as part of the Facilities Planning and Management Leadership Team. Performs related work as required.

DISTINGUISHING CHARACTERISTICS: Work is performed within Board guidelines requiring high levels of independent judgement; involves responsibilities of regulatory oversight and reporting associated with water quality, conservation, domestic water system, waste water treatment plant and storm water pollution prevention plan; project management responsibilities for capital improvement projects and new constructions; provides leadership and supervisory duties to other departments within Facilities Planning and Management as directed.

REPRESENTATIVE DUTIES: *(The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position. The essential duties of the class are indicated with an asterisk *.)*

- *1. Participates as part of the Facilities Planning and Management Leadership Team by effectively directing and supervising assigned departmental personnel. Supervisory duties include, but are not limited to: instructing, planning and assigning work; determining performance objectives; maintaining standards; coordinating activities; selecting new employees; acting on employee disciplinary issues and recommending employee discipline and discharge as appropriate; reviewing and evaluating the work of departmental employees for effectiveness, completeness and accuracy and adherence to departmental policies and procedures; provides training, advice and assistance as needed.
- *2. Secures estimates for work to be performed; prepares estimates of time and materials required for construction and remodel projects; analyzes actual costs compared to estimated costs; collaborates with staff in performing cost estimates.
- *3. Coordinates activities on construction projects beginning with the preliminary plans through the conclusion of the warranties. Monitors, prepares and expedites construction schedule including prioritizing project deadlines.
- *4. Develops organizational, operational and comprehensive plans and operating procedures for departmental projects and functions. Evaluates and plans for both short-and long-term staffing and equipments needs.
- *5. Provides input and direction into the planning and implementation of the on-going construction program, utilities and mechanical systems. Typical tasks may include: reviewing and/or developing plans and specifications; participating in the coordination with architects, contractors and construction managers; coordinating and supervising the construction of new facilities, reconstruction, modernization and relocation of existing District facilities.
- *6. Manages the training of assigned employees on new systems, maintaining as-builts and operations and maintenance manuals for applicable systems.
- *7. Evaluates, prioritizes and schedules maintenance, repair and renovation projects; plans, coordinates and implements various preventive and scheduled maintenance projects related to District facilities, infrastructure, electrical, plumbing systems, water/waste water systems, HVAC systems; determines projects to be included in scheduled maintenance and capital funding programs; coordinates planned projects and activities with facilities and affected staff; works from blueprints, shop drawings and sketches.
- *8. Assesses District regulation programs and assists with/or drafts responses to responsible agencies regarding District compliance.
- *9. Monitors regulation permits and acts as liaison with community members and organizations for regulatory issues.
- *10. Maintains plans and specifications of District facilities and utilities. Coordinates revisions and updates using various formats including but not limited to photos, field sketches, construction drawings and design documents to ensure accurate District asbuilt construction documents.
- *11. Represents District in claims and mediation.
- *12. Acts as District agent and construction inspector in cooperation with architects, contractors and various agencies on building projects.
- *13. Evaluates and catalogs repair and maintenance requirements and tasks completed for all buildings; develops an annual calendar of anticipated maintenance cycles for facilities and building systems and ensures public safety is attained at all times.
- *14. Oversees the operation of the District utility systems including but not limited to power, solar, domestic water and waste water treatment plants.
- *15. Directs the District energy management program.
- *16. Makes recommendations to insure project compliance with legal requirements, construction project drawings and specifications.
- *17. Reviews and determines departmental resource needs; recommends and coordinates purchases of major equipment, services and materials.
- *18. Prepares and monitors the departmental budget(s); prepares and/or approves budgetary/accounting reports, to include timesheets, invoices and purchase orders.

- *19. Prepares and maintains required records and reports.
- *20. Develops and implements procedures to ensure customer service is maintained
- *21. Maintains knowledge of current technologies, trends and changes in the industry relating to required functions.
- *22. Monitors the effectiveness of assigned area. Develops action plans to correct problems as required and manages the implementation of those plans.
23. Receives and responds to emergency calls 24 hours per day.
24. Assists in the coordination of activities during campus / community emergencies and other events.
25. Initiates and maintains positive relationships with other departments and members of the campus community, contractors, vendors, consultants and suppliers.
26. Attends and participates in District staff and committee meetings and trainings as scheduled.
27. May perform supervisory duties in other areas within Facilities, Planning and Management Departments as requested.
28. Serves on a variety of District committees as required.
29. Performs related work as required.

MINIMUM QUALIFICATIONS: EDUCATION AND EXPERIENCE:

- Associates Degree or the equivalent*
 - Four (4) years of journey level experience in construction and building maintenance, waste water treatment plant operations, HVAC systems and/or operations of domestic water systems.
- * *Education equivalency equals two (2) years of increasingly responsible, directly related work experience for each full year (24-30 units) of college. Work experience must be directly related to the responsibilities of this classification.*

CERTIFICATES, LICENSES, REGISTRATION AND OTHER REQUIREMENTS:

- Must have a valid California state driver's license maintained throughout duration of employment with the District.
- Ability to attain certifications based on duties, if required (i.e., Waste Water Certificate 3, Domestic Operator Certificate, etc.).

DESIRED QUALIFICATIONS:

- Experience at the supervisory level.
- Experience in operation of domestic water systems in a public educational environment.
- Occupational Safety and Health Administration (OSHA) rules and regulations.
- General experience with Division of State Architect (DSA) and/or other regulatory agencies.
- Waste Water Certificate 3
- Domestic Operator Certificate

KNOWLEDGE, SKILLS AND ABILITIES: (May be acquired through education, training and/or experience.)

Knowledge of: District policies, rules and procedures, laws, codes and ordinances pertaining to the specific responsibilities of the position; supervisory and managerial concepts and principles; preparing cost estimates; the materials, tools, equipment and practices used in departmental maintenance, operations and construction projects; contract management procedures; building/system planning and design theories and practices; applicable safety methods associated with departmental equipment and activities; basic office practices and equipment; bio-hazardous waste handling, safety and disposal procedures.

Ability to: ensure compliance with laws, regulations and policies through effective supervision and leadership; motivate and provide supervision to employees; accurately prepare estimates of materials and parts needed and to order same; analyze estimates for accuracy and approve invoices in accordance with agreed upon terms; make mathematical calculations quickly and accurately; plan and implement effective safety procedures; prepare effective technical plans and designs; establish and maintain standards; plan and implement effective safety procedures; develop and implement various short- and long-term plans and procedures in support of efficient, cost-effective departmental maintenance and operations; assess departmental needs and secure required resources; ensure effective, courteous customer service from employees supervised; maintain budget records and reports with accuracy; communicate well, both orally and in writing; analyze problems and apply appropriate problem-solving and decision-making skills; work independently with limited supervision; establish and maintain cooperative working relationships with those contacted in the course of work; work with diverse populations; prepare and maintain records and reports accurately and completely; operate and ensure the maintenance of department vehicles, tools and equipment; and to use general office equipment, including computers.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Provides direct supervision to departmental classified staff, temporary staff and student employees.

PHYSICAL EFFORT:

Tasks involve frequent walking, standing and climbing ladders; the ability to conduct regular, and at times, sustained exertion of physical effort, such as walking over rough or uneven surfaces, bending, stooping, crouching, pushing, pulling, working in confined spaces, climbing, some lifting and carrying moderately heavy items (20-50 pounds); the operation of vehicles, shop equipment, and hand tools in which manipulative skills and hand/eye coordination are important ingredients of safe and/or productive operations.

Physical: Primary functions require sufficient physical ability and mobility to perform activities that require considerable use of arms, hands, legs, and moving the whole body, such as for walking, standing, lifting, bending, twisting, and reaching; to operate and control equipment or systems; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to see details at close range; operate assigned equipment and to observe and assess the demeanor of others.

Hearing: Hear in the normal audio range with or without correction. Speech Recognition — The ability to identify and understand the speech of another person; to hear well enough to understand, respond, and communicate clearly in person and on the telephone.

CONTACTS:

All classifications of faculty, staff and administration at Butte College, other districts and agencies; architects, engineers, contractors, vendors; shipping company personnel; general public.

WORKING CONDITIONS:

Exposure to adverse weather conditions, extreme heat or cold; noise from equipment and machinery; strong and/or toxic fumes/chemicals; dusts and pollen; machinery hazards; hazardous materials; working in confined spaces; high voltage; high pressure gases and liquids; good faith estimates of working under pressure of deadlines; frequent interruptions and occasionally difficult situations; equipment and construction site hazards. Tasks require some lifting and carrying of objects of moderately heavy weight (20 – 50 pounds).

NOTE: THIS CLASS IS EXEMPT UNDER FLSA PROVISIONS

Butte-Glenn Community College District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Butte-Glenn Community College District will provide reasonable accommodation to qualified individuals. Butte-Glenn Community College District encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.