

BUTTE-GLENN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: SUPERVISOR, TECHNICAL SERVICES, FACILITIES PLANNING AND MANAGEMENT

U166.100

BASIC FUNCTION: Under the direction of the Director of Facilities Planning and Management, performs supervisory duties requiring the application of a broad knowledge of codes, regulations, laws, and policies governing the District for a wide variety of activities involving public and inter-organizational relations. Has primary responsibility to direct and supervise the daily activities and resources related to the operations of the Facilities Planning and Management operations to include, contracts, planning functions, budgeting, financial and record management, and manage State and Bond funded projects

REPRESENTATIVE DUTIES: *(The duties recorded below are intended to accurately represent the duties of the class and are not intended to cover every single duty of the class. - 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: 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; offering safety and skill training and advice and assistance as needed.
- *2. Manages and coordinates the creation of Facilities Master Plan to include submission of Five Year Construction Plan, Five Year Capital Outlay Plan and Space Inventory.
- *3. Generates and manages the submission of State and bond funded projects to include Scheduled Maintenance, Hazmat, Energy, and Capital Outlay.
- *4. Manages and supervises the daily workflow of departmental employees, ensuring the completion of daily tasks as assigned to include all dispatching for buses, campus police, and facilities operations personnel employing proper emergency radio protocol for all Emergency Services; assists staff to accomplish daily functions as needed.
- *5. Manages all expenditures/Income of scheduled maintenance projects, facilities renewal projects, new construction, State Hazardous Projects, District Capital Outlay Projects, coordinates paperwork and activities with the State Chancellor's Office of Facility Planning.
- *6. Manages the District's bidding process for equipment and capital purchase.
- *7. Manages department finances to include: operating plans, budgets, expenditures, lease purchases, invoicing, purchase orders, budget transfers, expense claims, contracts, and bids.
- *8. Administrative Support for the Director and Supervisors of Facilities Planning and Management and all duties necessary to insure proper functioning of Department, including supervising staff, office management, internal training of the staff and student workers to insure understanding of the role and function of the Facilities Planning and Management Department with respect to other elements of the College.
- *9. Plans and directs the operations and activities involved in all departments of Facilities Planning and Management and serves as Director in their absence.
- *10. Manages the activities and operations of the campus facilities, utilization, campus keying system, and security maintenance program.
- *11. Delegates and assigns duties to office staff, outside vendors, contractors, consultants and Facilities Planning and Management supervisors when managing facility use events, accident reporting and trainings.
- *12. Performs secretarial duties for major functions involving all Facilities Planning Management personnel. Performs confidential duties (internal personnel matters) and relieves the Director of designated administrative details.
- *13. Manages updates of Campus Maps.
- *14. Oversees the District Property Management operations.
- *15. Manages the training of Facilities Planning and Management employees.
- *16. Chairs District Safety Committee and coordinates District wide safety compliance plans to include IIPP, hazcom, chemical hygiene, campus inspections and accident reporting.
- *17. Approves and processes department payroll sheets for full-time, part-time and student employees.
- *18. Supervises Facility Use Scheduling. Includes implementation of the policy in Administrative Services, liaison with both internal and external organizations regarding costs, rules, and coordinating reservation, placement of furniture, cleaning, security and HVAC services.
- *19. Initiates corrective action to recommendations contained in the Statewide Association of Community Colleges' property and liability safety facility inspection report; and prepares necessary responses.
- *20. Reviews and develops policies and procedures for the Facilities Planning and Management Department as needed; review State and Federal policies, regulations and laws related to Facilities Planning and Management such as Department of Transportation's Rule-49 CFR Part 40, Public Contract Code, Education Code-Civic Center Act.

- *21. Initiates and maintains positive relationships with other departments and members of the campus community, contractors, vendors, consultants, and suppliers; facilitates relationships with outside entities while working on joint projects.
- *22. Manages and maintains District records for required certifications for the District's employees and students required to possess Class II licenses and medical certificates, retrieves employee confidential driving records from California DMV; review and make determinations on driving clearance.
23. District contact for Butte Schools Transportation Random Testing Consortium.
24. Attends and participates in State sponsored conferences, District staff and committee meetings and trainings as scheduled.
25. Maintains knowledge of current technologies, trends and changes in the industry relating to the department functions.
26. Develops and implements procedures to ensure customer service and satisfaction for departments supervised.
27. Prepares and maintains required records and reports.
28. Assists in the coordination of activities during campus/community emergencies and natural disasters.
29. Performs related duties as required.

MINIMUM QUALIFICATIONS: EDUCATION AND EXPERIENCE:

- Associates Degree or the equivalent* AND
 - Four (4) years' experience of office management and/or experience related to the functional responsibilities assigned to this classification.
 - Bachelor's Degree may be substituted for two (2) years of work experience.
- * *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.*

DESIRED QUALIFICATIONS:

- Prior Supervisory Experience

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

Knowledge of: District policies, rules, regulations and procedures; laws and ordinances pertaining to the specific responsibilities of the position; effective supervisory and managerial concepts and principles; modern office procedures, equipment and technology; supervisory skills including but not limited to team building, training, evaluating performance, use of sound judgment in recommending hiring, promoting, disciplinary and dismissal actions; space planning and major and minor capital project; printing, transportation, U.S. and private mail services and procedures, campus security; facilities management and construction management principles and practices; government procurement/bidding policies and procedures; laws, ordinances pertaining to the specific responsibilities of the position.

Ability to: Apply District policies, rules, regulations and procedures, ensure compliance with all laws, regulations and policies through effective supervision; ensure compliance with all laws, regulations and policies through effective supervision and leadership; motivate and provide supervision to a diverse group of employees; effectively communicate orally, in writing and electronically; use sound and independent judgment and make decisions based on judgment and analysis; maintain accuracy and pay attention to detail in a fast-paced environment of changing priorities; plan and coordinate a diverse and large number of campus functions; develop and implement various plans and programs in support of efficient, cost-effective College operations and services; ensure effective, courteous customer service from employees supervised; compile, organize and use various financial information necessary in the preparation and monitoring of unit budgets; work independently; establish and maintain cooperative working relationships with those contacted in the course of work; make required mathematical calculations accurately; maintain records accurately and completely; use discretion and handle students, staff and faculty in a diplomatic manner; dispatch emergency and routine calls with accuracy.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

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

PHYSICAL EFFORT:

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.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to sit for prolonged periods of time; to occasionally stand, walk, stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight (20-30 pounds); climb a ladder; 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 fine print, computer screens and printed documents; 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: Incumbents work alone or closely with others. Must be able to communicate with faculty, staff, administrators, students, vendors, contractors, State Chancellor's Office personnel; general public.

WORKING CONDITIONS: Normal office environment; exposure to extensive student contact, continual interruptions, noise and computer-generated video radiation. Some off-campus work may be required to attend meetings, walk through a construction site, meet with clients, and interface with community resources.

This is an exempt, salaried position and may be required to work beyond standard office hours during peak periods or special projects

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.