

**San Jose · Evergreen Community College District
Supervisor Job Description**

Position: Facilities Supervisor

Department: Facilities

Location: Evergreen Valley College

Date: 06/12/2019

POSITION PURPOSE

Reporting to assigned administrator, the Facilities Supervisor assigns and reviews the work of staff responsible for providing facility rental services. This position researches price and quality of facility supplies, requisitions supplies and equipment and submit budget estimates for facility department. This position oversees the vehicle fleet services for the campus and serves as a primary contact for all furniture, fixture and equipment requests and purchases for the College and Bond program.

KEY DUTIES and RESPONSIBILITIES:

1. Plan, organize, schedule and oversee facility rental services. Serve as the primary contact for facility rental services and coordination of campus emergency operations, responses, and safety.
2. Oversee the facility usage in collaboration with various departments including custodial, police, grounds, maintenance, and academic departments.
3. Prepare and review billing notices/invoices for all users of facilities and insure payment of rental and/or direct service costs such as custodial, police services, grounds workers, maintenance workers, theater technicians, and locker room attendants, etc.
4. Participate and support programs of campus safety, OSHA requirements, and chemical and hazardous materials operations to comply with state and federal regulations.
5. Conduct physical inventory of facilities equipment and supplies; order and distribute supplies; research new products and meet with vendors as appropriate.
6. Coordinate various activities including moving furniture, setting up facilities for special events including sport events supported by the college and other activities as needed.
7. Serve as primary contact for all furniture, fixture and equipment (FF&E) requests and purchases for the college and the bond program; serve as a liaison between college staff and bond program managers, engineers, designers, and contractors.
8. Communicate with staff or faculty regarding work requests, projects, complaints and other issues related to facility activities.
9. Receive furniture, fixture and equipment requests, coordinate office installations and oversee furniture/equipment moves and related activities.
10. Provide work direction and guidance to FF&E related personnel such as vendors or contractors.
11. Develop and maintain FF&E database with associated contacts, costs. Lead times, warranties, available finishes, and shipment, etc.
12. Prepare analytical and statistical reports on operations and project activities. Maintain records and reports on personnel and work performed.
13. Supervise and evaluate the performance of assigned staff; interview and participate in selecting employees; train, counsel, and discipline personnel according to established policies and procedures.

14. Participate in budget preparation and administration; prepare cost estimates for budget recommendations; monitor and control expenditures.
15. Oversee the college vehicle rental and usage by college personnel and departments.
16. Provide support to external agencies, such as Fire Department, Police, Red Cross, and other related organizations for campus events and activities.
17. Perform related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

1. Principles and practices of supervision, training and performance evaluation.
2. Operations, services and activities of facility rental program.
3. Modern and complex principles and practices of facilities maintenance.
4. Pertinent Federal, State, and local laws, codes and regulations.
5. Knowledge of safe work practices including applicable OSHA guidelines.
6. Advanced principles and procedures of recording keeping and reporting.
7. Generally accepted financial accounting methods, practices, and public sector accounting practices and procedures.
8. Enterprise application software and MS Office such as Word, Excel spreadsheets.
9. Modern office practices, procedures and equipment including computer operation.
10. Oral and written communication skills

Skills and Abilities:

1. Supervise, organize, and review the work of staff.
2. Interpret and explain District policies and procedures.
1. Coordinate facility usage with sufficient logistics skills.
2. Perform complex computations and statistics using mathematics skills.
3. Communicate clearly and concisely, both orally and in writing.
4. Establish and maintain effective working relationships with those contacted in the course of work.
5. Maintain physical condition appropriate to the performance of assigned duties and responsibilities
6. Maintain standards related to environmental compliance and personal health and safety.
7. Write reports, proposals, business correspondence and procedure manuals.

8. Maintain and update multiple budgets.

Education and Experience:

1. Associate degree from an accredited institution.
2. Three years of work experience in a lead or supervisory capacity in facilities administration, accounting, or public administration.
3. Demonstrated sensitivity, knowledge and understanding of the diverse academic, socioeconomic, gender identity, sexual orientation, cultural, disability, and ethnic backgrounds of the students we serve and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.
4. Success integrating diversity as appropriate into the major duties outlined in the job description and in the duties listed in the District's hiring policy or demonstrated equivalent transferable skills to do so.

Licenses and Certification:

1. Possession of an appropriate valid California driver's license.

WORKING CONDITIONS:

1. Typical outdoor/indoor construction environment.

Approved: 06/11/19
Salary Schedule: 115
EEO-Category: 2B2 other professionals