



## **PALO VERDE COMMUNITY COLLEGE DISTRICT**

### **SUPERVISOR OF MAINTENANCE, CUSTODIAL & GROUNDS**

#### **NATURE OF THE POSITION**

Under the supervision of Director of Facilities & Operations, organize and direct the activities and operations of the custodial, grounds and maintenance divisions throughout the District; inspect and ensure campus buildings and adjacent grounds areas are maintained in a clean, orderly and secure condition; oversee and prioritize work order system requests; train and supervise the performance of assigned custodial, grounds and maintenance personnel; schedule and arrange outside contractors and vendors used by the District for special projects.

#### **DUTIES AND RESPONSIBILITIES**

1. Coordinate and participate in custodial, grounds and maintenance activities at assigned District locations and College sites; confer with site administrators, other departments and outside agencies regarding the care, cleaning, scheduling and maintenance of College buildings, grounds and facilities.
2. Train, supervise and evaluate the performance of a custodial, grounds and maintenance personnel; prepare cleaning and maintenance schedules; adjust work schedules to fit the needs of assigned sites; coordinate assignments for substitute personnel; inspect completed work for accuracy and compliance with instructions and established standards; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.
3. Ensure campus buildings and adjacent grounds areas are maintained in a clean, orderly and secure condition; confer with site administrators to assess site needs.
4. Provide technical expertise, information and assistance to the Director and administrators regarding assigned functions and building and grounds projects; interpret, apply and explain rules, regulations, policies and procedures.
5. Receive, screen, prioritize and respond to the custodial, grounds and maintenance needs of personnel.
6. Communicate with administrators, contractors, personnel and outside organizations to coordinate activities, resolve issues and conflicts and exchange information; schedule and arrange outside contractors and vendors used by District for special projects.
7. Serve as a liaison with architects, contractors, engineers, inspectors, agency representative and other personnel involved in District building or repair projects as directed.

8. Follow District safety procedures when operating, maintaining and repairing equipment; operate a variety of large and small power equipment such as power washers, vacuum cleaners, polishers, blowers; operate other custodial or grounds equipment as assigned.
9. Oversee and prioritize work order system requests; submit work orders for needed facility repairs and supplies; monitor inventory levels of custodial, grounds or maintenance supplies; order, receive, store and distribute supplies and materials as directed.
10. Assist in minor maintenance repair work and other projects as assigned; perform periodic visual inspections of building systems.
11. Inspect College sites and work completed by custodial, grounds and maintenance personnel for accuracy and compliance with instructions and established standards; report safety, sanitation and fire hazards to appropriate authorities; drive a vehicle to conduct work.
12. Prepare and maintain a variety of records and reports related to assigned activities and personnel; assist with preparation and expenditures of the annual department budget.
13. Respond to or coordinate a response to emergency calls after hours as assigned.
14. Operate a computer, assigned software and a two-way radio as assigned by the position.
15. Attend meetings and trainings as directed.
16. Perform other duties as assigned.

## **KNOWLEDGE AND ABILITIES**

### KNOWLEDGE OF:

1. Principles of training and supervision.
2. Proper methods, techniques, materials, tools and equipment used in modern custodial, grounds and maintenance work, and basic plumbing, electrical and carpentry principles.
3. Requirements of maintaining buildings in a safe, clean and orderly condition.
4. Principles and practices of administration, supervision and training.
5. Appropriate safety precautions and procedures.
6. Understanding of sketches, diagrams, blueprints, plans and specifications.
7. Proper methods of storing equipment, materials and supplies.
8. Record keeping and report preparation techniques.
9. Inventory methods and practices.
10. Basic budgeting practices regarding monitoring and control.
11. Oral and written communication skills.
12. Applicable laws, codes, regulations, policies and procedures including CAL OSHA Title 8, 23 and 19.
13. Troubleshooting equipment and electrical/mechanical systems.
14. Automated work order programs and processes.
15. Interpersonal skills using tact, patience and courtesy.
16. Operation of a variety of office equipment including a computer.
17. Proper lifting techniques.

#### ABILITY TO:

1. Organize and direct the activities and operations of the custodial, grounds and maintenance divisions throughout the District.
2. Train, supervise and evaluate the performance of assigned personnel.
3. Confer with site administrators, contractors, vendors and others regarding custodial, grounds, maintenance needs, schedules and concerns.
4. Supervise routine custodial, grounds or maintenance activities at assigned College sites or facilities.
5. Communicate effectively both orally and in writing.
6. Observe and enforce health and safety regulations.
7. Interpret, apply and explain rules, regulations, policies and procedures.
8. Establish and maintain cooperative and effective working relationships with others.
9. Operate a computer and assigned software.
10. Assist with preparation and expenditures of the annual department budget.
11. Analyze situations accurately and adopt an effective course of action.
12. Ensure compliance with established rules, guidelines, timelines, regulations and schedules.
13. Estimate quantity and types of supplies needed.
14. Maintain buildings and adjacent grounds areas in a clean, orderly and secure condition.
15. Operate and maintain a variety of custodial, grounds and maintenance equipment and tools.
16. Observe and report safety hazards and need for maintenance and repair.
17. Troubleshoot equipment and electrical/mechanical systems.
18. Prepare and maintain a variety of records and reports.
19. Work independently with little direction.
20. Plan and organize work.

#### **MINIMUM QUALIFICATIONS**

1. High School diploma or equivalent GED.
2. Two years of supervisory/management experience in maintenance, custodial and grounds keeping areas.
3. Sensitivity to and understanding of the diverse academic, socio-economic, ethnic, religious and cultural backgrounds, disabilities and sexual orientation of students, faculty, administrators and personnel.

#### **LICENSES, CERTIFICATIONS, AND OTHER REQUIREMENTS**

1. Valid California Class C driver's license.

#### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

##### PHYSICAL ABILITIES:

1. Dexterity of hands and fingers to operate a variety of custodial equipment.
2. Walking or standing for extended periods of time.
3. Seeing to perform custodial duties.

4. Lifting, carrying, pushing or pulling heavy objects.
5. Bending at the waist, kneeling or crouching.
6. Reaching overhead, above the shoulders and horizontally.
7. Climbing ladders and working from heights to conduct work.

**HAZARDS:**

1. Exposure to cleaning agents and chemicals.
2. Working on ladders.
3. Potential contact with dissatisfied individuals.
4. Driving a vehicle to conduct work.

**ENVIRONMENT:**

1. Indoor/Outdoor work environment.
2. Subject to noise, fumes, dust and odors.
3. Driving a vehicle to conduct work.
4. Work evening, weekends or variable hours.
5. Emergency call-out.

**CLASSIFICATION/SALARY**

1. This is a Management position.
2. Row 4 of the College's Administrator/Management/Confidential salary schedule with placement appropriate to experience.
3. The college offers an attractive package of fringe benefits including medical, prescription, dental, vision and life insurance.

**PALO VERDE COMMUNITY COLLEGE DISTRICT**

*Pursuant to Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and amendments and other laws, orders, and regulations governing discrimination, the Palo Verde Community College District is an equal opportunity employer. The policy of the District is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of ethnicity or race, color, sex, age, religion, marital status, disability, gender identity, sexual orientation, national origin, medical conditions, status as a Vietnam-era veteran, ancestry, or political or organizational affiliation.*