



El Camino College

Operations Supervisor Night Shift



ABOUT THE ROLE

Under immediate direction of the Assistant Director of Facilities Operations, exercise effective management of the areas assigned providing direct supervision over assigned positions. Implement the department's or unit's vision and develop, organize, and implement goals and objectives; plan, develop, organize schedule, direct, improve and evaluate assigned programs, services, and activities; and provide oversight, development, and coordination of all elements of the areas assigned, including day-to-day maintenance, operations, shipping/receiving, and mailroom activities for the College.

ABOUT EL CAMINO COLLEGE

El Camino College (ECC) is located on the ancestral lands of the Gabrieliño-Tongva people, the traditional caretakers of Tongvaangar (the Los Angeles basin, Southern Channel Islands) and occupies 126-acres near Torrance, California. We are located in Los Angeles County, just minutes from South Bay beaches. Our community serves a diverse student population including new and re-entering students and those pursuing certificate, degree, and transfer goals.

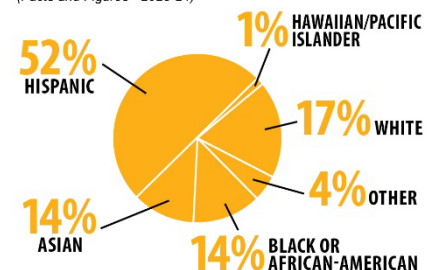
As a comprehensive two-year college, El Camino College serves thousands of students each semester, the majority of whom are from diverse populations. The ideal candidate will share ECC's commitment to educating its racially and socio-economically diverse student population including students with disabilities, veterans, working parents, and evening students. El Camino College provides many opportunities for students to succeed with hundreds of students transferring each year to four-year universities around the country. Top transfer institutions include UCLA, USC, and UC Davis. El Camino College is regularly among the top five community colleges in Southern California for students admitted to CSUs, and the top ten for UCs. Students are also supported by an extensive scholarship program, with approximately \$600,000 awarded annually. With the passage of bond measures in 2002 and 2012, the District has undergone a substantial transformation campus-wide. Over the next 10 years, capital construction projects, as well as new initiatives to support student success, will strengthen El Camino College as a premier institution for teaching and learning.

MISSION STATEMENT

El Camino College is equity-focused and partners with its diverse communities to provide student-centered learning, career development, and lifelong enrichment.

STUDENT DEMOGRAPHICS

(Facts and Figures - 2023-24)



OPERATIONS SUPERVISOR – NIGHT SHIFT

Division: Facility Planning & Services

Posting Closing Date: 08/21/2025

Req: C2526-006

Location: El Camino College

Position Type: Supervisor

(IN-HOUSE POSITION OPEN TO ALL CURRENT EL CAMINO COLLEGE EMPLOYEES ONLY)

REPRESENTATIVE DUTIES

Job Description

1. Oversee daily campus operations including general maintenance work, mailroom processes, and shipping/receiving functions. Train staff to properly perform activities and use equipment safely.
2. Ensure College facilities are clean, sanitary, functioning efficiently, and in safe working condition. Monitor and inspect assigned sites, and report condition of the facilities. Identify and inform supervisor of areas in need of maintenance and/or improvement to help prevent operational malfunctions, breakdowns, and general depreciation. Anticipate problems and proactively develop solutions in consultation with supervisor.
3. Recruit, train, and supervise staff. Schedule and assign work. Set work priorities and adjust as needed. Authorize overtime as appropriate. Assess performance and provide written and/or verbal feedback, counseling, or discipline, as needed. Recommend various personnel actions including professional training and development opportunities for staff.
4. Ensure compliance with College and departmental work rules, policies, and procedures as well as bargaining agreements. Work in consultation with supervisor to develop detailed, internal policies, procedures, and operating standards to improve the overall condition of campus facilities.
5. Respond promptly to College personnel and other customers regarding maintenance needs of buildings and facilities. Travel to various sites to assess scope of repair requests and/or to resolve maintenance problems as they arise.
6. Inspect completed work orders for quality of workmanship, accuracy, and/or adherence to operational standards. Follow-up with College personnel and other customers to confirm satisfaction of completed work as appropriate.
7. Oversee shipping and receiving functions including review of purchase orders; receipt of incoming/outgoing packages and other materials; sorting and delivery of packages/mail; accurate record-keeping; and fixed-asset inventory maintenance.
8. Prepare and maintain a variety of records related to assigned duties, including work orders. Assist in the development of a comprehensive annual quality assurance program as directed.
9. Perform maintenance and/or operational work independently or as part of a team which may include preparing rooms, furniture set-ups, equipment for special events, etc. Assign personnel to special events and other campus activities as needed; ensure facilities are prepared for hosting sporting events, registrations, lectures, and other activities.
10. Estimate the time and materials required for operational maintenance and/or custodial work and schedule assignments accordingly. Determine if outsourced services would be more cost-effective and arrange for contracted service providers as needed. Evaluate outsourced services and inform supervisor if service providers should be changed.

11. Order and maintain proper levels of custodial supplies and compressed gas for college vehicles within an assigned budget. Ensure designated buildings are appropriately stocked as needed.
12. Operate a variety of equipment used in the maintenance of facilities and shipping/receiving, including floor buffers, forklifts, scissor-lifts, vacuum cleaners, and other heavy and/or handheld equipment. Maintain compliance with established safety policies, procedures, and certification requirements and train others on the proper, safe use of equipment. Ensure equipment is in clean, safe, operating condition.
13. Perform routine inspections of facilities and equipment for deficiencies, health/safety hazards, and/or code violations. Evaluate equipment, materials, and/or operational services and inform supervisor if items should be repaired or replaced. Ensure staff are adequately and routinely trained and properly certified to use various hand and power tools, equipment, and vehicles for maintenance and custodial work.
14. Communicate and/or partner with other College personnel regarding work requests, projects, complaints, and other issues related to activities to ensure scheduled work assignments meet operational needs. Exchange information, resolve issues/concerns, and coordinate activities.
15. Stay informed of campus developments. Attend meetings, workshops, seminars, and training sessions as appropriate. Serve on committees and interview panels as requested. Serve as a backup to the Grounds Supervisor on an as-needed basis.

JOB QUALIFICATIONS

Education and Experience:

High School diploma or G.E.D.

Four years increasingly responsible custodial, maintenance, or shipping/receiving experience, including one year of coordination, lead, or supervisory responsibility.

OTHER DESIRED QUALIFICATIONS

Knowledge/Areas of Expertise:

- Effective methods, tools, materials, equipment used in shipping and receiving, custodial, and general maintenance work.
- Requirements for maintaining buildings in a safe, clean, and orderly condition.
- Knowledge of appropriate safety precautions and procedures, including proper lifting techniques.
- Expertise in using basic record-keeping techniques, including effective techniques for maintenance, shipping and receiving. Knowledge of effective inventory methods and practices and appropriate warehousing procedures for receiving and inspecting materials.

Abilities/Skills:

- Effective methods, tools, materials, equipment used in shipping and receiving, custodial, and general maintenance work.
- Requirements for maintaining buildings in a safe, clean, and orderly condition.
- Knowledge of appropriate safety precautions and procedures, including proper lifting techniques.
- Expertise in using basic record-keeping techniques, including effective techniques for maintenance, shipping and receiving. Knowledge of effective inventory methods and practices and appropriate warehousing procedures for receiving and inspecting materials.

Licenses or Other Requirements:

Valid California driver's license

(Note that for travel reimbursements, a valid California driver's license and successful completion of the District's Defensive Driver Training program is required.)

WORKING CONDITIONS

Incumbents regularly sit or stand for long periods, travel short distances on campus on a regular basis, travel to various locations to attend meetings and conduct work, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, speak clearly and distinctly to answer telephones and to provide information; see to read fine print and operate computer; hear and understand voices over telephone and in person; lift, carry, and/or move objects weighing up to 50 pounds; and climb ladders.

CLOSING DATE: THURSDAY, AUGUST 21, 2025 AT 3:00 P.M.

SALARY: \$6,503 per month.

Generally, new employees start at the first step on the salary schedule. Advanced salary placement may be considered on a case-by-case basis. Salary increases are granted on the first day of the month following each year of service, until Step F is reached (\$8,347 monthly).

Employees contribute 8% of their earnings toward the Public Employees Retirement System (PERS)

CONDITIONS OF EMPLOYMENT

This is a full-time, twelve-month management position. The standard work week is 40 hours of scheduled duty per week of not more than five consecutive workdays. The following working hours: Monday through Thursday, 10:00 p.m. to 6:30 a.m. Friday, 4:00 p.m. to 12:30 p.m. must be available to work during certain shifts as required.

During the winter recess, all management positions are required to charge three (3) days of accrued vacation between the Christmas and New Year holidays.

Offer and acceptance of employment is subject to verification of all information provided on the employment application, credential(s), and transcripts. Candidates selected for employment must agree to be fingerprinted, submit Certificate of Completion of the Tuberculosis Risk Assessment and/or Examination, provide proof of eligibility for employment in the United States, and present a valid Social Security card upon hire.

ADA ACCOMMODATIONS

Applicants with disabilities requiring special accommodations must contact the ADA Compliance Officer at least five (5) working days prior to the final filing date: [ADA Job Applicant Accommodation Request \(maxient.com\)](https://www.maxient.com/ada-job-applicant-accommodation-request)

BENEFIT HIGHLIGHTS

Health, Life, Dental and Vision Insurance

The College provides a diversified insured benefit program for all full-time employees, including medical, dental, vision and life insurance. Dependent medical, dental, and vision insurance is available, toward which both the College and the employee contribute.

Sick Leave and Disability

Paid sick leave is granted equal to one day for each month of service. Sick leave days may be accumulated indefinitely. Rather than State Disability Insurance.

Retirement

Public Employees Retirement System (PERS) and Social Security. Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.

Summer Work Hours

During the summer, employees work eight 32-hour work weeks with full pay.

TO APPLY

An applicant must submit the following by the closing date:

1. Online application: <http://www.elcamino.edu/jobs>
2. Cover letter describing how applicant meets the qualifications.
3. Résumé including educational background, professional experience, and related personal development and accomplishments.

IMPORTANT NOTE: Documents submitted or uploaded for a previous position cannot be reused for other positions. You must submit the required documents for each position you apply for by the closing date. Failure to do so will result in an incomplete application. Applications with an incomplete status will not receive consideration. ***You may check the status of your application online.***

If you need assistance, you may call 310-660-3593 Ext. 3807 between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday or by email at hr@elcamino.edu.

Due to the large volume of calls received on closing dates, we highly recommend that you **do not wait** until the last day to apply so that we may assist you with questions or technical matters that may arise. Give yourself sufficient time to complete the profile, which may take 45 minutes or more. Positions close promptly at 3:00 p.m. PST (pacific standard time).

FOR FURTHER INQUIRIES OR APPLICATION MATERIAL SUBMISSION QUESTIONS, CONTACT:

El Camino College

HR Service Partner

Pamela Jones

310-660-3593, Ext. 3478

pjones@elcamino.edu

16007 Crenshaw Boulevard

Torrance, CA 90506

JEANNE CLERY CAMPUS SAFETY ACT

In accordance with the Jeanne Clery Campus Safety Act, El Camino College has published an [Annual Security Report](#) and all required statistical data. This publication includes Clery crime statistics for the previous three years relevant to El Camino College classes and activities, in addition to institutional policies concerning campus safety and security. The information is also available in printed form in the lobby of the [Police Department](#) and in select locations on campus. Upon request, the Campus Police Department can provide paper copies of this publication. Contact them at 310-660-3100.

EL CAMINO COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER

The El Camino Community College District is committed to providing an educational and employment environment in which no person is subjected to discrimination on the basis of actual or perceived race, color, ancestry, national origin, religion, creed, age (over 40), disability (mental or physical), sex, gender (including pregnancy and childbirth), sexual orientation, gender identity, gender expression, medical condition, genetic information, marital status, military and veteran status, or retaliation; or on any other basis as required by state and federal law.