



## **JOB TITLE: OPERATIONS SUPERVISOR**

Classification: Supervisor  
Salary Range: 15

Retirement Type: PERS\*  
Revised/Board Approved: August 21, 2023

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### **BASIC FUNCTION:**

Under the direction of the Assistant Director of Facilities, Planning, and Services, the Operations Supervisor oversees the day-to-day maintenance, operations, and shipping/receiving activities for the District. This position ensures that all assigned operational areas are running smoothly, meeting scheduled deadlines, and fulfilling work orders completely.

### **REPRESENTATIVE DUTIES:**

Oversee day-to-day campus operations including general maintenance work, mailroom processes, and shipping/receiving functions. Ensure College facilities are clean, sanitary, functioning efficiently, and in safe working condition. 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.

Recruit, train, and supervise staff. Schedule and assign work. Set work priorities and make adjustments 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.

Ensure compliance with District and departmental work rules, policies, and procedures as well as bargaining agreements. May develop detailed, internal policies, procedures, and operating standards in consultation with supervisor.

Respond to College personnel and other customers regarding maintenance and custodial needs of buildings and facilities. Travel to various sites to assess scope of repair requests and/or to resolve maintenance problems as they arise.

Inspect work orders that have been completed 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 or as needed.

Oversee all shipping and receiving functions including completion of purchase orders; receipt of incoming/outgoing packages and other materials; sorting and delivery of packages/mail; accurate record-keeping; fixed-asset inventory maintenance; maintaining of registration and disposal of facilities-related campus assets including waste.

Maintain and prepare a variety of reports and/or maintenance records.

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.

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.

Order and maintain proper levels of custodial supplies and compressed gas for district vehicles within an assigned budget. Ensure designated buildings are appropriately stocked as needed. Determine/identify/plan for and order within assigned budget various equipment required for the completion of work for assigned personnel.

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. Ensure equipment is in clean, safe, and operative condition.

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.

Communicate and/or partner with other College personnel to ensure scheduled work assignments meet operational needs. Exchange information, resolve issues/concerns, and coordinate activities. Communicate appropriate information to direct and indirect personnel to ensure shared awareness of unit accomplishments and issues to avoid problems or misunderstandings.

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 Operations Supervisor (for the night-shift) and Grounds Supervisor on an as-needed basis.

Perform other related duties as assigned.

### **JOB QUALIFICATIONS:**

#### Education and Experience:

High school diploma or G.E.D. and

Four (4) years of custodial, maintenance or shipping/receiving experience and

One (1) year of supervision experience.

## **OTHER QUALIFICATIONS:**

### Knowledge/Areas of Expertise:

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.

Principles and practices of supervision and training.

Safe practices related to cleaning methods and procedures.

Record-keeping techniques for maintenance, shipping, and receiving.

Inventory methods and practices.

Operation of office, custodial, and other assigned equipment.

Warehousing procedures including receiving and inspecting materials.

### Abilities/Skills:

Perform minor repairs to physical facilities.

Meet schedules and timelines.

Communicate effectively both orally and in writing using tact, patience and courtesy.

Understand and follow oral and written directions.

Work cooperatively with peers, faculty, staff, students, and community members.

Work independently with little direction.

Read, interpret and follow rules, regulations, policies and procedures.

General computer skills and knowledge.

Operate a variety of work-related machines and equipment including office equipment.

Plan and schedule shipping and receiving and warehouse activities.

Requirement to lift and/or move items up to 40 pounds.

Safely operate motorized equipment on campus consistent with training.

### Licenses or Other Requirements:

Valid California driver's license

## **WORKING CONDITIONS:**

Indoor and outdoor environment.

Regular exposure to fumes, dust and odors.

Standing for extended periods of time.

Bending at the waist, kneeling or crouching.

Pushing and pulling equipment.

Lifting and moving heavy furniture and/or equipment.

Climbing ladders.

Exposure to cleaning chemicals.

\* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.