

JOB DESCRIPTION



Position Title: Facilities Office Supervisor

Department: Facilities

Employment Category: Non-Exempt Staff

Primary Location: District wide
Based on the Sierra Vista Campus

FLSA Classification: Non-exempt
Remote Work Eligible: No

Parameters: 40 Hours/Week; 12 Months/Year **Pay Grade:** NE09

Position Summary: The Facilities Office Supervisor is responsible for managing data, logistics, and maintaining software systems for facilities and maintenance operations and activities and for the oversight and support for project planning, department procurement processes, and customer service functions.

Essential Functions: As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

Duties and Responsibilities: Within the scope of college policies and procedures, this position:

Oversees computerized maintenance management systems and databases; administers the work order and building access control programs to include module development and implementation, data entry and report generation; provides employee assistance with requests, policy requirements and use of programs; collects customer feedback and performs program evaluation and revisions to improve customer usability

Develops and manages fiscal spreadsheets for various facilities activities; contributes to the development of operational and capital budget and provides status reports for current and projected expenditures; creates resource databases for facility improvement and new construction projects; records district wide utilities usage and conducts historical comparisons to assess the effectiveness of energy savings programs

Assists with resource coordination and work scheduling of operational and capital projects; records and updates significant events, milestones and deliverables; aids with procurement, supply tracking, inventory and contractor availability; maintains status of available resources to inform decisions regarding project completion

Coordinates contracted services; arranges service dates to prevent interruptions, or minimize impact, to college functions; performs service renewal cost comparisons and recommends preferred vendor; forecasts spending patterns and recommends adjustments

Oversees purchase orders and travel requisitions; ensures sufficient details and supporting documentation are provided for order placement; contacts outside vendors to obtain price quotations, order status, payments and discrepancy resolution; assists with quote requests for products and services, including research and evaluation; assists with solicitation of competitive bids

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Creates and administers the college vehicle and fuel tank use databases; oversees vehicle requests, assignments, and fuel card procedures; processes new vehicle documentation, registration, insurance and decal application; ensures maintenance and repairs to vehicles are scheduled; tracks and maintains fuel tank inventory and ensures recorded use corresponds to fuel purchases

Supervises department office staff, ensuring consistent recordkeeping and process throughout the district; maintains works schedules, leave usage, and performance evaluations

Performs other related duties as assigned

General Expectations: Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

Minimum Required Qualifications:

Associate's degree from an institution accredited by an institutional accrediting body of higher learning recognized by the US Department of Education.

Four years related, full-time, professional experience

An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered.

Knowledge, Skills And Abilities:

Knowledge of and ability to follow college policies and procedures

Knowledge of current technologies and word processing, database, presentation, and spreadsheet software, specifically Microsoft Office applications and SCT Banner

Knowledge of the proper operation of and the ability to use personal computers and standard office equipment

Ability to communicate effectively, verbally and in writing, and to relate to others in a professional, helpful manner

Ability to relate to a diverse population and to maintain composure when faced with difficult situations

Ability to organize, prioritize, and follow multiple tasks through to completion with an attention to detail

Ability to work independently while contributing to team environment

Ability to analyze problems, identify solutions and take appropriate action, resolve problems using independent judgment and decision-making processes

Ability to operate standard office equipment

Ability to establish and maintain effective working relationships with supervisors, other department staff, students and the public

Ability to work accurately, efficiently, and effectively with all types of data

Ability to maintain accurate office procedures

Ability to work under pressure with frequent interruptions

Ability to effectively supervise and monitor the work of others

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Work Environment: Work is primarily performed under general supervision. Incumbent generally performs work in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, which do not generally involve muscular strain, such as walking, standing, stooping, sitting, reaching and light lifting. Regular talking, hearing and seeing required in the normal course of performing the job. Common eye, hand, finger dexterity required to perform some essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking, and creative problem solving.

Physical Requirements:

Essential functions of this position require: lifting, manual dexterity, ability to communicate.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting majority of time; walking and standing are required only occasionally and all other sedentary criteria are met

Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem-solving skills are important

Reports To: Director of Facilities

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.