

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

MAINTENANCE & GROUNDS SUPERVISOR

DEFINITION:

Under administrative direction, plans, organizes, and supervises building and grounds maintenance and caretaking. May perform building and grounds maintenance work.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to the following:

1. Plans, organizes and supervises the grounds caretaking and building maintenance activities for the campus.
2. Trains, supervises and evaluates maintenance and grounds workers, including assigning work schedules; maintaining time and attendance records; monitoring, addressing and documenting performance issues; and ensuring adequate staffing and coverage to meet campus needs.
3. Receives, reviews, prioritizes, and assigns work requests and responds to complaints regarding level of maintenance and grounds caretaking services.
4. Determines products, materials, and equipment to be used in grounds, building and facility maintenance; may interact with sales representatives; maintain inventories so that adequate materials, supplies, and tools are available; and ensure equipment is maintained in a safe and proper manner.
5. Coordinates pesticide program for the college, including scheduling and coordinating pesticide applications, insuring proper storage and disposal of chemicals; supervises pesticide applications, and submits required reports to controlling agencies; ensures staff is properly trained in the safe handling, application and storage of pesticides and obtains all necessary permits.
6. Inspects buildings and grounds for dangerous, unsightly, or unclean areas and to detect potential problems, recommending and initiating appropriate corrective action.
7. Assists in the planning of grounds, building maintenance and construction projects, including obtaining estimates of materials and labor costs for projects, and providing recommendations regarding the maintainability of new design and alterations of existing facilities.
8. Works with staff to develop grounds maintenance program, including landscape planning; pest control; and installation, repair, care and use of irrigation and sprinkling systems including timer controls.

9. Ensures work is conducted in a proper and safe manner in compliance with all applicable OSHA requirements, including compilation and maintenance of Material Data Safety Sheets (MSDS), regular required safety inspections and training.
10. Confers with departmental representatives regarding use of school facilities, particularly special events equipment setup, and other physical arrangements.
11. Takes necessary action to ensure energy conservation objectives are acknowledged in work unit activity.
12. Participates in budget development and monitors and controls expenditures including such categories as supplies, equipment, and personnel for work units.
13. Depending on staffing patterns, may perform maintenance or grounds caretaking work.
14. Operates a variety of District vehicles.
15. Maintains records of operations and costs and prepares reports as necessary.
16. Provides temporary and vacation relief in similar occupational fields as necessary.
17. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience

Five years general maintenance or construction experience that included a minimum of three years journey-level experience primarily engaged in one of the major maintenance areas and two year experience supervising journey-level workers in the major maintenance areas, such as carpentry, lock smiting, electrical, plumbing, HVAC, pool maintenance or boiler operations.

KNOWLEDGES AND ABILITIES

Knowledge

Considerable knowledge of the tools, equipment, supplies, and methods of facility and building maintenance and grounds maintenance work, including such areas as electrical, heating and air conditioning, lock smiting, carpentry, plumbing, pesticides, sprinkler and irrigation operations and pool maintenance; applicable OSHA safety regulations and safe work practices; budgeting procedures and techniques, principles of supervision and work planning.

Ability

Ability to plan, organize and supervise the work of maintenance and ground services staff, establish and maintain standards of cleanliness and safety; read and interpret construction drawings and specifications; develop and implement effective grounds, facility and equipment care and preventative maintenance programs; estimate job labor, materials and equipment requirements; maintain accurate records; understand and carry out oral and written directions; prepare written

and oral reports; communicate effectively orally and in writing; analyze situations carefully and adopt effective courses of action; supervise, train and evaluate assigned staff; operate a variety of District vehicles, equipment and tools; perform heavy manual duties associated with maintenance and grounds work; understand, interpret and follow work standards, District policies and applicable rules and regulations; establish and maintain cooperative working relationships with all individuals contacted in the course of business.

Special Requirements

Must possess and maintain a valid and clear Class III California Driver's license within 30 days of appointment.

Must possess and maintain a current and valid California Qualified Applicator Certificate within one (1) year of appointment.

Working Conditions

Incumbents must be able to perform heavy manual work associated with maintenance and grounds duties in conditions that may include temperatures below 50°F and above 90°F.

Board Approval: September 12, 2002

Management Salary Schedule Range: 9