



Job Title: Facilities Supervisor

CLASSIFICATION DESCRIPTION

Department: Varied
Pay Grade: 108
FLSA Status: Exempt
Remote Work Eligible: No

JOB SUMMARY

This position supervises a team of skilled trades workers in the maintenance, repair, or construction of assigned facilities. Responsibilities may include: overseeing maintenance activities at an assigned campus; monitoring a maintenance or Departmental budget; determining construction needs; determining maintenance schedules and priorities; managing construction projects across the College; assigning staff; inspecting work; and developing and managing multiple projects.

DISTINGUISHING CHARACTERISTICS

N/A.

ESSENTIAL JOB FUNCTIONS

- Supervises the daily operations in assigned area of responsibility, which includes: planning, coordinating, administering, and evaluating projects, processes, procedures, systems, and standards; developing and coordinating work plans; inspecting in-progress and completed work to ensure conformance with established standards; participating in the development of goals and objectives; and monitoring compliance with applicable federal, state, and local laws, regulations, codes, and/or standards.
- Supervises staff to include: prioritizing and assigning work; ensuring staff are trained; ensuring that employees follow policies and procedures; and maintaining a healthy and safe working environment.
- Monitors a budget, which may include preparing cost estimates for budget recommendations, submitting justifications for budget items, and monitoring expenditures.
- Coordinates activities with other departments to ensure maintenance and/or construction services and needs are met.
- Prepares, reviews, and/or maintains a variety of correspondence, records, and files related to activities of assigned area of responsibility.
- May help to determine construction needs.
- May serve on-call 24 hours a day responding to overnight calls for fire alarms, power outages, entry alarms, and other emergencies as necessary.
- Determines maintenance schedules and priorities.

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- Coordinates events and set-ups.
- May supervise fleet staff; coordinate transportation services; perform inspections of vehicles/equipment and facilities; test/ operate and maintain a variety of variety of vehicles; purchase parts and supplies; fuel vehicles, schedule drivers and travel routes; train drivers; and administer the drug and alcohol testing program.
- Performs other duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

Associate degree; six (6) years of related work experience within area of responsibility including two (2) years in a lead role; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Supervisory principles;
- Equipment operating and maintenance techniques;
- Construction and maintenance principles;
- Recordkeeping principles;
- Safety procedures;
- Basic budgeting principles; and
- Computers and related software applications.

Skills in:

- Building, repairing, and maintaining facility structures;
- Repairing/replacing unsafe equipment;
- Maintaining records and logs;
- Checking finished work and projects;
- Using applicable tools and equipment;
- Monitoring a budget;
- Using a computer and related software applications; and
- Communication, interpersonal skills as applied to interaction with assigned employees, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

Ability to:

- Identify needed equipment, tools and facility repairs.
- Monitor and evaluate employees; and
- Prioritize and assign work.

CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS

Some positions require a journeyman's license or certificate in area of responsibility.

PHYSICAL DEMANDS

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

Physical Activities		Physical Activities	
Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.	<u>X</u>	Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	<u>X</u>

Climbing – ascending, descending ladders, stairs, ramps, requires body agility.	<u>X</u>	Reaching – extending hands or arms in any direction.	<u>X</u>
Crawling – moving about on hands, knees, or hands, feet.	<u>X</u>	Repetitive Motion – substantial movements of wrists, hands, fingers.	<u>X</u>
Crouching – bending body forward by bending leg, spine.	<u>X</u>	Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	<u>X</u>
Feeling – perceiving attributes of objects by touch with skin, fingertips.	<u>X</u>	Standing – for sustained periods of time.	<u>X</u>
Fingering – picking, pinching, typing, working with fingers rather than hand.	<u>X</u>	Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	<u>X</u>
Grasping – applying pressure to object with fingers, palm.	<u>X</u>	Talking 1 – expressing ideas by spoken word.	<u>X</u>
Handling – picking, holding, or working with whole hand.	<u>X</u>	Talking 2 – shouting to be heard above ambient noise.	<u>X</u>
Hearing 1 – perceiving sounds at normal speaking levels, receive information.	<u>X</u>	Visual Acuity 1 – prepare, analyze data, transcribing, computer terminal, extensive reading.	<u>X</u>
Hearing 2 – receive detailed information, make discrimination in sound.	<u>X</u>	Visual Acuity 2 – color, depth perception, field of vision.	<u>X</u>
Kneeling – bending legs at knee to come to rest at knees.	<u>X</u>	Visual Acuity 3 – determine accuracy, neatness, observe facilities/structures.	<u>X</u>
Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.	<u>X</u>	Visual Acuity 4 – operate motor vehicles/heavy equipment.	<u>X</u>
Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.	<u>X</u>	Visual Acuity 5 – close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	<u>X</u>
Pulling – use upper extremities to exert force, haul or tug.	<u>X</u>	Walking – on foot to accomplish tasks, long distances, or site to site.	<u>X</u>

TYPE OF WORK

Work performed is primarily:

- Sedentary work*: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- Light work*: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
- Medium work*: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Heavy work*: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- Very heavy work*: Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects

WORK ENVIRONMENT

May be required to work hours other than the regular schedule including nights, weekends, and holidays. May serve on-call.

This position requires regular and reliable attendance and the employee's physical presence at the workplace.

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in a job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in a job description.

St. Petersburg College has the right to revise a classification or job description at any time. This description does not represent in any way a contract of employment.