

Job Title: OPS Facilities Supervisor

Compensation: \$21.31 - \$21.31

FLSA Status: Non-exempt

Salary Admin Plan: OPS (temporary-part-time)

Pay Grade: OPS Career Level 8

Position Summary:

Incumbents supervise a team of skilled trades workers in the maintenance, repair, or construction of assigned facilities.

Maintenance - Incumbents are typically responsible for overseeing all maintenance activities at an assigned campus; overseeing maintenance budget; determining construction needs; and determining maintenance schedules and priorities.

Construction - Incumbents are responsible for managing all construction projects across the College by assigning staff, inspecting work, developing and managing multiple projects and departmental budget, and overseeing all operations.

Requirements:

Education:

Associate's degree.

Experience:

Six years experience in area of responsibility, including two years lead worker experience.

**An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job may be acceptable in lieu of those requirements listed above.*

Knowledge:

- Supervisory principles;
- Applicable system maintenance, repair and installation principles and methods;
- Equipment operating and maintenance techniques;

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

Skills:

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

Physical:

- Positions in this class typically require: reaching, standing, walking, grasping, feeling, talking, hearing, seeing and repetitive motions.
- 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. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

License:

Some positions may require a journeyman's license.

Responsibilities:

These duties are a representative sample; position assignments may vary.		Potential Frequency
1.	Supervises staff to include: prioritizing and assigning work; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment.	Daily 25%
2.	Supervises the day-to-day 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.	Daily 50%
3.	Coordinates activities with other departments to ensure maintenance and/or construction services and needs are met.	Weekly 5%
4.	Prepares, reviews, and/or maintains a variety of correspondence, records, and files related to activities of assigned area of responsibility.	Daily 10%
5.	Monitors a budget, which may include preparing cost, estimates for budget recommendations, submitting justifications for budget items, monitoring expenditures.	Weekly 10%
6.	Performs other duties of a similar nature or level.	As Required

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behavior, please contact the Title IX Coordinator at [727-341-3261](tel:727-341-3261); by mail at P.O. Box 13489, St. Petersburg, FL 33733-3489; or by email at eaeo_director@spcollege.edu.