

## COLUSA COUNTY OFFICE OF EDUCATION

**CATEGORY: PROGRAM SUPPORT**

**CLASSIFICATION: DIRECT SUPPORT**

**JOB TITLE: FACILITIES SUPERVISOR**

### **BASIC FUNCTION:**

Under the direction of the Superintendent or designee, is responsible to ensure a clean, safe and orderly learning and working environment for staff, students and the public through administration of the maintenance, operations, repair and cleanliness of facilities, the construction and renovation of facilities, grounds and equipment and administration of purchasing, receiving and inventory control.

### **REPRESENTATIVE DUTIES:**

Assure buildings and facilities are maintained in a safe, clean, orderly and secure condition; inspect completed work to assure compliance with established guidelines and procedures; monitor and adjust activities in response to facility maintenance, custodial and grounds keeping needs. **E**

Coordinate a variety of grounds keeping, custodial and routine building maintenance activities to meet site needs; establish maintenance, grounds, and custodial time lines and priorities; assure related activities comply with established standards, policies and procedures. **E**

Ensures the proper applicable state and local building, safety and health codes and regulations as applied to building trades, grounds and custodial operations. **E**

Coordinate and assign custodial and general maintenance projects; estimate labor, supplies and equipment needed for projects and daily activities; monitor inventory levels of supplies; order, receive and maintain adequate inventory level of supplies. **E**

Inspect buildings and facilities to identify custodial, maintenance and repair needs; assure proper identification and resolution of safety, sanitary, security and fire hazards; coordinate response to emergency custodial needs. **E**

Process and monitor routine and emergency work requests. **E**

Ensure that equipment is properly maintained, safety inspected and repaired. **E**

Conduct safety program to provide training and guidance on safe work practices and procedures for staff; training to include proper hazardous materials handling. **E**

Coordinate Integrated Pest Management (IPM) at sites. **E**

Perform a variety of general maintenance and basic repairs in the areas of electrical, plumbing, painting and carpentry. **E**

Supervise, train and provide work direction and guidance to assigned personnel; assign employee duties and review work for accuracy and completeness. **E**

Communicate with personnel, administrators and outside agencies to exchange information, coordinate activities and resolve issues or concerns. **E**

Maintain all necessary records. **E**

Operate a variety of equipment such as vacuum, mop, buffer/scrubber machine, carpet cleaner, lawn mower, and various hand and power tools; drive a vehicle to conduct work. **E**

Lock and unlock doors and gates as appropriate; set alarms as required; maintain security of assigned areas according to established guidelines. **E**

Attend and participate in staff meetings and in-service training as directed. **E**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Proper methods, terminology, techniques, materials, tools and equipment used in building trades  
Cleaning methods, procedures, and techniques  
Cleaning materials, supplies, and equipment  
Safe working methods and procedures  
Proper lifting techniques  
Record keeping techniques  
Principles and practices of training, supervising and providing work direction

**ABILITY TO:**

Schedule and effectively supervise work of others  
Train and provide work direction and guidance to assigned personnel  
Maintain accurate records  
Assess building and equipment repairs  
Read and correctly interpret OSHA and building codes  
Observe health and safety regulations  
Operate and maintain a wide variety of hand and power tools and maintenance equipment  
Observe and report safety hazards and need for maintenance and repair  
Understand and carry out oral and written instructions  
Work independently with little direction  
Meet schedules and time lines  
Establish and maintain cooperative working relationships  
Maintain confidentiality  
Communicate effectively both orally and in writing  
Lift and carry objects weighing up to 50 pounds, occasionally greater than 50 pounds with assistance  
Operate a vehicle to conduct work

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: High school diploma or GED, sufficient training to demonstrate the knowledge and abilities listed above, and five years increasingly responsible maintenance/operations/facilities experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license and disclosure of CA-DMV Driver Record (INF-1125) upon hire and/or request.

Pre-employment physical examination with Lift test

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor

Exposure to cleaning fumes, dust, odors, oils, grease and gases

Work near or with moving mechanical equipment

Occasionally work on ladders

**PHYSICAL ABILITIES:**

Lifting, carrying, pushing and pulling heavy objects weighing up to 50 pounds, occasionally greater than 50 pounds with assistance

Walking or standing for extended periods of time

Dexterity of hands and fingers to operate equipment

Bending at the waist, kneeling and squatting

Reaching overhead, above shoulders and horizontally

Seeing necessary to assure a clean environment and maintain safety in the workplace

Hearing and speaking to exchange information by telephone or in person

Climbing ladders

**HAZARDS:**

Contact with cleaning agents and chemicals

Working at heights

Working around and with machinery/tools having moving parts; gas powered equipment and machinery

Working in temperatures with extremes of heat and cold, indoors and outdoors in poor weather conditions and heat

Potential for contact with blood-borne pathogens and communicable diseases

**Employee Group:** Classified - Unrepresented

**FLSA Status:** Non-Exempt

**Salary Schedule:** 624

**Approval Date:** April 2022