

## **SUPERVISOR - GENERAL SERVICES**

### **Purpose Statement**

The job of Supervisor - General Services was established for the purpose/s of maintaining, installing, renovating, and repairing utility equipment; painting; access management systems; cabinets; windows; flooring; roofs; and other numerous construction-related projects to provide comfort, sanitation and safety within facilities; meeting appropriate building-related accessibility codes for students, staff, and the public and other building codes (i.e. safety, health); ensuring adequate materials are available for timely completion of job functions; supervising assigned workers and operations; and monitoring assigned budget.

This job reports to Manager - Maintenance Department

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### **Essential Functions**

- Approves all work requiring permits for the purpose of ensuring compliance with applicable legal codes (e.g. building, health, safety, etc.).
- Collaborates with appropriate stakeholders for the purpose of receiving instructions, answering questions, scheduling work, carrying out assignments, and providing information about work in progress.
- Coordinates activities for the purpose of ensuring safety and security of employees and property and to minimize exposure to injury, loss, and/or liability.
- Coordinates assigned budget (e.g. plans, controls, monitors, etc.) for the purpose of meeting department objectives in compliance with district financial guidelines.
- Coordinates with stakeholders (e.g. administration, staff and other trades, etc.) for the purpose of completing projects efficiently and in compliance with financial, legal, and/or administrative functions and ensuring achievement of unit goals and objectives.
- Diagnoses problems and/or failures in building systems and/or related equipment for the purpose of identifying equipment and/or building repairs and replacement needs.
- Estimates and procures supplies, materials and/or equipment for the purpose of ensuring availability to support and complete work projects.
- Oversees assigned area (e.g. work area, vehicles, tools, equipment, etc.) for the purpose of ensuring all are maintained in safe, clean, and good working condition in accordance with accepted standards.
- Prepares written materials (e.g. work schedules, work orders, bids, supporting materials, etc.) for the purpose of documenting and communicating activities as required.
- Repairs, installs materials, and renovates building structures (e.g. cabinets, flatwork, book cases, finish work, roofs, painting, access, minor construction projects, windows, drywall, etc.) for the purpose of providing comfortable and safe working conditions within facilities; complying with building codes; and meeting accessibility/functionality requirements of students, staff, and the public.
- Responds to emergencies for the purpose of addressing immediate safety and health concerns.
- Supervises and manages the execution of routine and preventive maintenance programs (e.g. systems for collection of work projects; prioritization, planning, and scheduling of work projects; adjusting work schedules in response to changing priorities; and documenting and communicating information, etc.) for the purpose of maximizing customer service and efficient and effective operations.
- Supervises assigned personnel (e.g. hiring, evaluating, terminating, scheduling and coordinating activities, professional development/training, advising, etc.) for the purpose of maximizing the efficiency of the workforce, meeting legal requirements and district objectives, and ensuring the provision of excellent customer service.
- Supervises department and personnel activities (e.g. program components, equipment/supplies budget, light duty assignments, critical timelines, contractor assignments, etc.) for the purpose of maximizing the efficiency of department activities.

- Trains personnel on proper use and maintenance of assigned equipment for the purpose of developing professional trade and safety awareness skills in compliance with district goals.

## **Other Functions**

- Attends meetings for the purpose of conveying and/or receiving information required to perform job functions.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

## **Job Requirements: Minimum Qualifications**

### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating equipment used in maintaining and installing construction and building trade systems and related equipment and components; operating standard office equipment; maintaining accurate and detailed records; personnel management; and planning and managing projects.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: construction and building trade systems and related equipment and components; handling of hazardous materials; methods of organizing, scheduling and prioritizing work loads; safety practices and procedures; and knowledge of state/county/city building and fire codes.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a wide variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of types of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; displaying mechanical aptitude; working with detailed information/data; setting priorities; working as part of a team; working flexible hours; working with frequent interruptions; and meeting deadlines and schedules.

### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; and directing the use of budgeted funds within a work unit. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

**Experience** Job related experience within specialized field is required.

**Education** Targeted job related education that meets organization's prerequisite requirements.

**Equivalency** None Specified

### **Required Testing**

None Specified

### **Certificates & Licenses**

Contractor's License - Class I or Class II - City of Casper - within six months of hire  
Valid Driver's License & Evidence of Insurability

### **Continuing Educ. / Training**

Asbestos Certified

### **Clearances**

Criminal Justice Fingerprint/Background Clearance  
MVR (Motor Vehicle Record) Clearance

**FLSA Status**

Exempt

**Approval Date**

11/8/2010

**Salary Grade**

Exempt 67X

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:

Employee Name (Please Print): \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_