

## **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; to meet appropriate building-related accessibility codes for students, staff, and the public; and to meet other building codes (i.e. safety, health); to ensure adequate materials are available for timely completion of job functions; to direct assigned workers as necessary; and to monitor assigned budget.

This job reports to Manager - Facilities Operations

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### **Essential Functions**

- Approves and prioritizes work orders (e.g. equipment repair, general carpentry, building repairs, flooring, windows, roofs, access management systems, and a broad range of construction projects, etc.) for the purpose of maintaining control of procedures and practices within the district.
- Assists other trades, as requested, for the purpose of supporting the work unit in the completion of assigned activities, and to ensure excellent customer service is achieved.
- Attends meetings for the purpose of conveying and/or receiving information required to perform functions.
- Collaborates with Manager-Facilities Operations for the purpose of completing projects/work orders efficiently and ensuring unit goals and objectives are achieved.
- Communicates with general services personnel regarding procedures and/or status of work orders (e.g. changes in codes, reports deficiencies, technical support/training, etc.) for the purpose of complying with local, state, and federal regulations.
- Coordinates with various stakeholders (e.g. department personnel and other district staff and administration, coaches, athletic directors, students, contractors, and the general public, etc.) for the purpose of gathering and disseminating information (receiving instructions, scheduling work orders, carrying out assignments, answering questions about work in progress, etc.) to successfully complete projects.
- 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.
- Ensures the safety and security of district employees and property for the purpose of minimizing exposure to injury, loss, and/or liability.
- Estimates materials and/or equipment needed to complete work projects for the purpose of ensuring timely completion of projects.
- Maintains the budget under the direction and guidance of the Facilities Operations Manager (with input from others in the department and/or subdivision) for the purpose of meeting department objectives within budget.
- Maintains vehicles, tools, and equipment for the purpose of ensuring the availability of items and that work areas are clean and safe in accordance with accepted district standards.
- Performs duties of general services personnel (e.g. installs, repairs, renovates, and/or maintains equipment, including cabinets, flatwork, book cases, finish work, roofs, painting, access, minor construction projects, windows, drywall, etc.) for the purpose of providing comfort and safe working conditions within facilities; complying with building codes; and meeting accessibility/functionality requirements of students, staff, and the public.
- Performs personnel functions under the direction and guidance of the Facilities Operations Manager (e.g. recommending selection of employees, facilitating growth and development of employees within work unit, conducting evaluations/interviews/reference calls in a timely manner, designing and developing work assignments, etc.) for the purpose of forwarding recommendations to the Facilities Operations Manager.

- Prepares written materials (e.g. work orders, bids, etc.) for the purpose of documenting activities, conveying information and/or providing supporting materials for requested actions.
- Responds to emergencies for the purpose of addressing immediate safety and health concerns and implementing appropriate actions to resolve situations.

## **Other 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 building systems and components related to the construction and building trade; 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 solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: construction and building trade systems; handling of hazardous materials; methods of organizing, scheduling and prioritizing work loads; and knowledge of state/county building 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 wide diversity of individuals; work with a variety of data; and utilize a variety of types of job-related equipment. Problem solving is required to identify 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; setting priorities; working as part of a team; working flexible hours; meeting deadlines and schedules; and working with frequent interruptions.

### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; and monitoring budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is a continual 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; significant climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 25% sitting, 60% walking, and 15% 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 with increasing levels of responsibility is desired.

**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 within six months of hire  
 Roofing Contractor License - Preferred but not required  
 Demolition Contractor License - Preferred but not required  
 Valid Driver's License & Evidence of Insurability

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

None Specified

### **Clearances**

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

**FLSA Status**

**Approval Date**

**Salary Grade**

Exempt

1/31/2008

Exempt 71X

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

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

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