

**District Facilities Supervisor - Business Processes
San Diego Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=251330>

Downloaded On: Jan. 10, 2025 9:35am

Posted Jan. 9, 2025, set to expire Feb. 2, 2025

Job Title	District Facilities Supervisor - Business Processes
Department	Facilities
Institution	San Diego Community College District San Diego, California
Date Posted	Jan. 9, 2025
Application Deadline	02/02/2025
Position Start Date	Available immediately
Job Categories	Other Administrative Categories
Academic Field(s)	Administration - Other
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District Facilities Supervisor - Business Processes

San Diego Community College District

Closing Date: 2/2/2025

Position Number: 010913

Location: District

Position Type:

District Facilities Supervisor - Business Processes San Diego Community College District

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Classified

The Position:

Posting Details (Default Section)

Closing Date: 02/02/2025 Open Until Filled No Classification Title District Facilities Supervisor - Business Processes Working Title District Facilities Supervisor, Planning and Operations Recruitment Limits Location District Pay Information Range 5 (\$7,455.41 - \$12,144.08) per month based on the current [Supervisory & Professional Administrators' Association](#). New employees will begin on step A \$7,455.41. Promoted or transferred employees will be placed as specified in the CBA and is non-negotiable. The District offers a comprehensive fringe benefit package including employer paid: medical, dental and vision plans; sick and vacation leave; and opportunities for professional development. Initial Salary Placement, Promoted or transferred employees will be placed as specified in the SPAA - Supervisory & Professional Administrators Association Handbook. This position is FLSA Exempt and may not accrue overtime. A temporary probationary period will be applied to the employee entering this assignment. The SDCCD Employment Web Page provides a link to employee Collective Bargaining Agreements and Handbooks, and more information about terms and conditions of employment to include salary and benefits. Position Equivalent FTE: 1.0 FTE No. Months: 12 Months Position Number: 010913 FLSA Status Exempt (does not accrue overtime) Position Type Classified Bargaining Unit Supervisory and Professional Administrators Association Range 5 Department Facilities The Position Applications are currently being accepted for District Facilities Supervisor - Business Processes in the Facilities Services, located at DSC Facilities Services. Hours are Monday through Friday 6:30 a.m. to 3:00 p.m. Selected candidate must be willing to adjust work days/hours based on the department's needs.

Please note that an employee may be transferred to any site at the option of the Chancellor. Classification Description Click [here](#) for description.

If you would like to open the link in a different tab or window, right click and select the option. Desired Qualifications **EXAMPLE OF DUTIES**

1. Supervise the scheduling of all Facilities Services site improvement and maintenance tasks; develop preventative maintenance schedules for all district equipment and systems, including a two-week look ahead.
2. Supervise and implement large energy saving projects, HVAC upgrades, and lighting retrofits. Work with consultants to identify energy efficiency projects which qualify for State funding and reduce energy



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costs; act as liaison between district representatives, contractors, and engineers.

3. Supervise, plan, organize, schedule, and assign leads, supervisors, and other employees in a variety of tasks associated with Facilities Services functions; develop work load ratios for workers and leads; appraise performance and set benchmarks. May perform trade skills.
4. Provide leadership, training, technical direction, and guidance to the central call center staff and Facilities Services Supervisors in the performance of a wide range of customer service and clerical duties; make employment and transfer recommendations.
5. Improve, develop, and implement processes, procedures, and work practices. Identify and compare key performance indicators for reporting, inspecting, and repairing defects and/or deficiencies at district facilities. Oversee the Facilities Services Computerized Maintenance Management System (CMMS).
6. Supervise staff in the cost estimation of projects, site improvements, maintenance, and repair work; recommend use of outside vendors as appropriate; inspect completed work to assure compliance with contract requirements.
7. Assist in development of budgets for assigned functions; monitor disbursements to departments; prepare reports for management; provide explanation of variances as necessary.
8. Coordinate with district managers, supervisors, and staff regarding maintenance and operations projects, addressing conflicts with campus operations; coordinate with Facilities Services Supervisors regarding project planning and scheduling.
9. Write specifications for outside contractor work as needed. Find and solicit bids from contractors, award bids, inspect and oversee work, and assure that contractors meet schedules and comply with plans and specifications. Resolve conflicts and complaints. Prepare contracts and approve payment.
10. Develop list of prioritized needs for Local Scheduled Maintenance and State Scheduled Maintenance.
11. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

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- Applicable business management principles.
- Applicable codes and regulations for building and grounds repair work.
- Applicable laws and regulations for general contracting work as related to California Community Colleges.
- Conflict resolution techniques.
- District Facilities Services functions, procedures, and objectives.
- District organization, operations, policies, procedures, and objectives.
- Equipment and materials used in buildings and grounds maintenance and repair.
- Computerized Maintenance Management Systems and applicable computer programs.
- Methods and procedures for scheduling improvement and maintenance projects.
- Modern office practices, procedures, and equipment, including computer hardware and software.
- Oral and written communication skills.
- OSHA safety and safe work practices.
- Principles and practices of preventive maintenance and process improvement.
- Principles and practices of supervision and training.
- Technical aspects of fields of specialty.
- Various building/construction trades.

Skills and Abilities:

- Analyze situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Develop building maintenance and preventative maintenance plans and schedules.
- Establish and maintain effective working relationships with others.
- Estimate scope of work assigned and cost of repairs and construction work.
- Estimate time required to complete jobs/tasks.
- Identify and monitor key performance indicators to ensure good customer service, reasonable reaction time to high priority work orders, and completion of work in a timely manner.
- Maintain records and prepare reports.
- Meet schedules and time lines.
- Monitor, benchmark, and measure performance in a facilities maintenance environment.
- Operate standard office machines and equipment, including computer hardware and software.
- Plan and supervise work.
- Read blueprints and sketches.

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- Schedule and prioritize multiple jobs.
- Train, supervise, and evaluate personnel.
- Work independently with little direction.

Training and Experience:

Any combination of training and experience equivalent to: graduation from high school with five years of responsible experience in leading an operation in a facilities organization that schedules, plans, and coordinates building maintenance and repair functions and interacts with customers in a professional and efficient manner.

License:

Valid California Driver's License. Foreign Degree: Applicants with foreign degrees from colleges or universities outside of the United States must have their coursework evaluated by a professional association that is a member of the National Association of Credential Evaluation Services ([NACES](#)) or Academic Credentials Evaluation Institute, INC. ([ACEI](#)). A copy of the evaluation must be submitted with your on-line application. Commitment to Diversity: All applicants must have demonstrated cultural competency and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and classified professionals. Special Instructions to Applicants: To ensure consistency, fairness, and alignment with our commitment to Diversity, Equity, Inclusion, and Accessibility (DEIA), please submit only the materials specifically requested in this posting (e.g., no personal photos, articles, etc.). Be sure to upload the required documents using the respective document name labels. Uploading extraneous materials, unless explicitly requested, may result in your application not being reviewed. Only complete application packets will be forwarded to the committee. Application materials sent via mail, fax, or email will not be accepted. All correspondence, including interview invitations, will be communicated via email. We are dedicated to maintaining the confidentiality of all inquiries, nominations, and applications in the strictest confidence, and we encourage applicants from diverse backgrounds to apply.

1. Complete online application;
2. Resume;
3. Cover Letter; AND,
4. Three (3) Professional References.

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Tentative Timeline (Subject to Amendments) Conditions of Employment: **SELECTED CANDIDATE IS REQUIRED TO COMPLETE THE FOLLOWING PRIOR TO EMPLOYMENT:**

- Submit "official" college transcripts as stated on application (even if a degree is not a requirement for this position);
- Provide a Certificate of Tuberculosis Exam for initial appointment (Note: The certificate must be renewed every 4 years as a condition of continuing employment);
- Have fingerprints taken by a Live Scan computer at the District's expense (Clearance must be received prior to first day of employment);
- Present original documents for proof of eligibility to work in the United States **as required by the I9 Employment Eligibility Verification form**; AND,
- Attend a new hire processing appointment in People, Culture, and Technology Services located at the District Administrative Offices.

EMPLOYMENT AFTER RETIREMENT

If you accept a contract (permanent) position with SDCCD and are a retired annuitant with CalPERS or CalSTRS, you must reinstate from your retirement system. Please reference the [CalPERS](#) or [CalSTRS](#) website for further information. Additional Information: **EMPLOYEE BENEFITS**

SDCCD provides a comprehensive fringe benefit package for its full-time classified employees. The District contributes toward the cost of the premium (including dependent coverage) for the medical insurance plan options. Additional benefits include dental, vision, sick leave, vacation and opportunities for professional development. Contract employees become members of the California Public Employees' Retirement System (CalPERS) upon appointment. Posting Number CL01739

Major Responsibilities:

Qualifications:

Desired Qualifications:

EXAMPLE OF DUTIES

1. Supervise the scheduling of all Facilities Services site improvement and maintenance tasks; develop preventative maintenance schedules for all district equipment and systems, including a two-week look

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5. Improve, develop, and implement processes, procedures, and work practices. Identify and compare key performance indicators for reporting, inspecting, and repairing defects and/or deficiencies at district facilities. Oversee the Facilities Services Computerized Maintenance Management System (CMMS).
6. Supervise staff in the cost estimation of projects, site improvements, maintenance, and repair work; recommend use of outside vendors as appropriate; inspect completed work to assure compliance with contract requirements.
7. Assist in development of budgets for assigned functions; monitor disbursements to departments; prepare reports for management; provide explanation of variances as necessary.
8. Coordinate with district managers, supervisors, and staff regarding maintenance and operations projects, addressing conflicts with campus operations; coordinate with Facilities Services Supervisors regarding project planning and scheduling.
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- Estimate time required to complete jobs/tasks.
- Identify and monitor key performance indicators to ensure good customer service, reasonable reaction time to high priority work orders, and completion of work in a timely manner.
- Maintain records and prepare reports.

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- Plan and supervise work.
- Read blueprints and sketches.
- Schedule and prioritize multiple jobs.
- Train, supervise, and evaluate personnel.
- Work independently with little direction.

Training and Experience:

Any combination of training and experience equivalent to: graduation from high school with five years of responsible experience in leading an operation in a facilities organization that schedules, plans, and coordinates building maintenance and repair functions and interacts with customers in a professional and efficient manner.

License:

Valid California Driver's License.

Licenses:

Pay Information:

Range 5 (\$7,455.41 - \$12,144.08) per month based on the current [Supervisory & Professional Administrators' Association](#). New employees will begin on step A \$7,455.41. Promoted or transferred employees will be placed as specified in the CBA and is non-negotiable. The District offers a comprehensive fringe benefit package including employer paid: medical, dental and vision plans; sick and vacation leave; and opportunities for professional development. Initial Salary Placement, Promoted or transferred employees will be placed as specified in the SPAA - Supervisory & Professional Administrators Association Handbook. This position is FLSA Exempt and may not accrue overtime. A temporary probationary period will be applied to the employee entering this assignment. The SDCCD Employment Web Page provides a link to employee Collective Bargaining Agreements and Handbooks, and more information about terms and conditions of employment to include salary and benefits.

To apply, visit: <https://www.sdccdjobs.com>

All applicants must have demonstrated cultural competency and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic



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backgrounds of community college students and staff.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Facilities

San Diego Community College District

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