

**Maintenance Supervisor**  
**Foothill-De Anza Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=229563>

Downloaded On: May. 13, 2024 10:44am

Posted Jan. 26, 2024, set to expire May 31, 2024

<b>Job Title</b>	Maintenance Supervisor
<b>Department</b>	Staff
<b>Institution</b>	Foothill-De Anza Community College District Los Altos Hills, California

<b>Date Posted</b>	Jan. 26, 2024
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<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately

<b>Job Categories</b>	Professional Staff
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<b>Academic Field(s)</b>	Administration - Other
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<b>Apply Online Here</b>	<a href="https://apptrkr.com/4963817">https://apptrkr.com/4963817</a>
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**Apply By Email**

**Job Description**

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**Maintenance Supervisor**

HR EMPLOYMENT/CAREERS

**Initial Closing Date: 02/14/24\***

**\*Any complete applications received after the initial closing date will only be forwarded to the hiring committee at their request.**

**Starting Salary:** \$8,225.27 (per month) plus excellent benefits; **Salary Grade:**C4-62

**Full Salary Range:**

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\$8,225.27 - \$11,034.84 (per month)

The Foothill-De Anza Community College District is currently accepting applications for the classified position above.

**ABOUT THE DISTRICT**

Foothill - De Anza Community College District, composed of two colleges and an education center, is one of the top performing districts in both California and the United States, and one of the largest, ranking seventh in size among the state's 72 districts, serving more than 58,500 students per year and with an operating budget of \$180M unrestricted general fund. Consistent with its mission, the District has a strong commitment to equity and inclusion and incorporates those values in its policies, procedures, and operations, and in its leadership and service to students and the community. Publicly supported and locally oriented, the District fills an essential role in workforce development, continuing education, and skills preparation to meet the changing demands of the highly diverse surrounding population and business communities. The District's students and more than 2,000 faculty and staff enjoy an unparalleled quality of life in an ideal climate, with physically pristine and fiscally sound campuses that have earned their reputation for academic excellence.

**Foothill - De Anza Community College District Mission Statement:**

The mission of the Foothill-De Anza Community College District is student success and educational excellence. The district and its colleges provide access to affordable, quality educational programs and services that develop a broadly educated and socially responsible community that supports an equitable and just future for California and the global community. Every member of our district contributes to a dynamic instructional and learning environment that fosters student engagement, equal opportunity, and innovation in meeting the various educational and career goals of our diverse students. Foothill-De Anza is driven by an equity agenda and core values of integrity, inclusion, care for our students' well-being, and sustainability.

**Foothill College Mission Statement:**

Believing a well-educated population is essential to sustaining and enhancing a democratic society, Foothill College offers programs and services that empower students to achieve their goals as members of the workforce, as future students, and as global citizens. We work to obtain equity in achievement of student outcomes for all California student populations, and are guided by our core values of honesty, integrity, trust, openness, transparency, forgiveness, and sustainability.

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These core values are essential to authentic and sustainable institutional equity at Foothill College. Institutional equity is embedded not only in the college's Educational Master Plan and Strategic Vision for Equity but in its planning, hiring and evaluative processes.

### **JOB SUMMARY:**

The position reports to the Director of Facilities and Maintenance. It covers the Foothill Campus and the Sunnyvale Education Center, as well as De Anza College/campus when needed to, but it is based at the De Anza/Foothill campus. The hours are from 6:00 AM - 2:30 PM Monday through Friday, but may be required to work longer hours when necessary in times of planned and, or unforeseen events. The successful candidate will be required to respond to urgent service calls which may need immediate action at any one of the district's 3 campuses. The successful candidate must be able to successfully manage staff and vendors/contractors, in the delivery of services to the District.

### **DEFINITION:**

Under the direction of an assigned supervisor, plans, coordinates, oversees, and directs the day-to-day activities and support services of maintenance operations, trade and services personnel; trains, supervises, and evaluates assigned personnel.

### **EXAMPLE OF DUTIES AND RESPONSIBILITIES:**

Depending upon assignment, duties may include, but are not limited to, the following:

1. Plans, coordinates, oversees, and directs the day-to-day activities and support services of the maintenance operations, trade and services personnel.
2. Interview, select and hire employees; supervise, assign, direct and schedule work activities; explain how duties are to be carried out.
3. Evaluate the performance of assigned personnel; effectively communicate how the performance of duties will be measured; recommend promotions and rewards for service.
4. Approve monthly time and attendance records and approve requests for time off and additional time worked, including any overtime worked and compensatory time worked/taken.
5. Address and resolve a wide variety of concerns and complaints; adjust grievances; recommend transfers and reassignments.
6. Counsel employees; address performance problems through corrective disciplinary action; suspend and/or terminate personnel according to established policies and procedures.
7. Plan, coordinate and arrange for appropriate training for assigned personnel; develop and initiate

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departmental activities, orientations and in-services to review policies and procedures of the program, the College and changes on State regulations.

8. Administers online work order system; prioritizes work orders; assigns requests to appropriate trades and maintenance employees; assigns and deletes users; reviews and maintains access list.
9. Coordinates and directs employees involved in skilled maintenance trade and services; communicates with faculty, staff, and administrators on phases of maintenance and repair projects.
10. Confers with college personnel, facilities staff and others to establish work priorities and maintenance needs; determines personnel, equipment and materials needed in collaboration with others.
11. Prepares and manages the maintenance operations budget.
12. Identifies equipment and supply needs and prepares necessary order documents; maintains inventory of equipment, parts and supplies; makes recommendations for the purchase of new materials and equipment as needed.
13. Creates and updates computer databases and spreadsheets for internal activities to include various state and district projects such as supply inventory, equipment inventory, budget tracking, preventative maintenance, state Scheduled Maintenance, and training schedules.
14. Engages in personal education and training and staff development activities to maintain competency to facilitate and maintain the proper selection and implementation of maintenance operations; plans and implements a program of ongoing skill development, safety training, and required licensing for employees.
15. Evaluates and implements operational policies and procedures; assists in the creation of maintenance operation standards and practices; monitors adherence to policies and standards.
16. Prepares and conducts meetings; attends meetings and participates on committees as necessary.
17. Communicates and informs district administration and staff regarding interruptions in utilities, project schedules, prioritize campus requests, provide assistance with long range budget planning, resolve personnel matters, and monitors safety and security practices and policies.
18. Performs special projects as needed.
19. Performs other related duties as assigned.

**EMPLOYMENT STANDARDS:**

**Knowledge of:**

1. Principles and practices of supervision and training, including procedures used in the selection

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and evaluation of personnel.

2. Methods, materials and equipment used in the various building maintenance trades such as carpentry, plumbing, painting, electrical, and heating, ventilating and air conditioning.
3. Budget preparation and monitoring.
4. Record keeping techniques.
5. Health and safety regulations and procedures.
6. Computer software programs including, but not limited to Microsoft office, Excel, Word, Project, and Power Point.

**Ability to:**

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Provide work direction and guidance to other program personnel.
3. Plan, organize, coordinate and supervise maintenance work.
4. Implement program policies and guidelines.
5. Observe safety requirements and safe work practices and methods as required.
6. Establish and maintain cooperative work relationships.
7. Communicate effectively both orally and in writing.
8. Work independently and under minimal supervision.
9. Maintain records and prepare reports.

**Minimum Qualifications:**

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Any combination equivalent to a high school diploma, supplemented by college-level coursework **AND** five (5) years of journey level experience in one or more of the skilled trades.
3. Five (5) years of lead or supervisory experience.

**LICENSE AND CERTIFICATION:**

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1. Possession of a valid class C California driver's license.
2. Completion of a construction management certification course from an accredited institution (preferred).

**WORKING CONDITIONS:**

**Environment:**

1. Indoor and outdoor environment.
2. May include travel to conduct work.

**Physical Abilities:**

1. Hearing and speaking to exchange information in person and on the telephone.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Vision to read various materials.
4. Standing for extended periods of time.
5. Bending at the waist, kneeling or crouching.
6. Lifting, carrying, pushing or pulling objects up to 20 lbs.

**APPLICATION PACKET**

1. A District on-line application on <http://hr.fhda.edu/careers/>. \*In the application, you will provide information, which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff. Additionally, you will be asked to explain how your life experiences, studies or work have influenced your commitment to diversity, equity and inclusion.
2. A cover letter addressing your qualifications for the position.
3. A current resume of all work experience, formal education and training.

**For full-consideration, all required application materials must be included in your application packet and must be received by 11:59 pm on the closing date. We are unable to accept**

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**additional, non-required materials, such as reference letters.**

**Please allow yourself ample time to complete your application and resolve any technical difficulties that may arise with your submission. You may also visit our "Applicant Information" to assist with technical difficulties at: <http://hr.fhda.edu/careers/a-applicant-instructions.html>. We cannot guarantee a response to application questions within 48 hours of the closing date.**

**CONDITIONS OF EMPLOYMENT**

**Position:** Full-Time, Permanent, 12-months per year

**Starting date:** As soon as possible upon completion of the search process.

Excellent benefits package which includes medical coverage for employee and eligible dependents, dental, vision care, employee assistance program, long term disability, retirement benefits and basic life insurance. For information on our benefits package that includes medical for employees and dependents, visit our web site: <http://hr.fhda.edu/benefits/index.html>. In addition, the District is a participating member of the California Public Employees' Retirement System (CalPERS) and the successful applicant would be a member of the Teamsters Local 287 Union. The current union agreement can be found online at: [https://hr.fhda.edu/\\_downloads/Teamster%20Agreement\\_2018-2021\\_FINAL\\_REV%2010-10-2019.pdf](https://hr.fhda.edu/_downloads/Teamster%20Agreement_2018-2021_FINAL_REV%2010-10-2019.pdf).

We are happy to assist individuals with disabilities who require reasonable accommodations to complete the employment process, provided that you notify Employment Services no later than the closing date of the announcement.

The successful applicant will be required to provide proof of authorization to work in the U.S.

The Foothill-De Anza Community College District does not reimburse applicants for travel, lodging or any other costs incurred by applicant to attend interviews. All interviewing costs incurred will be the responsibility of the applicant.

For more information about our application process contact:

Employment Services

Foothill-De Anza Community College District

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12345 El Monte Road

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Email: [employment@fhda.edu](mailto:employment@fhda.edu)

<http://hr.fhda.edu/>

To apply, visit <https://fhda.csod.com/ux/ats/careersite/4/home/requisition/1519?c=fhda>

**Contact Information**

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

**Contact**

Staff

Foothill-De Anza Community College District

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