

**Maintenance Supervisor**  
**Rancho Santiago Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=242240>

Downloaded On: Jul. 27, 2024 12:16pm

Posted Jul. 26, 2024, set to expire Sep. 23, 2024

**Job Title** Maintenance Supervisor  
**Department** Business Operations  
**Institution** Rancho Santiago Community College District  
Santa Ana, California

**Date Posted** Jul. 26, 2024

**Application Deadline** 08/22/2024

**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Facilities/Maintenance/Transportation

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**Apply By Email**

**Job Description**

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**Maintenance Supervisor**

**Rancho Santiago Community College District**

**Salary Range:** Grade O: \$84,834.81 - \$113,709.92

**Job Type:** Full Time

**Job Number:** CL24-00990

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**Location:** Orange, CA

**Division:** SCC Business Operations

**Closing:** 8/22/2024 5:00 PM Pacific

**Job Description**

**POSITION OVERVIEW**

Under general direction, supervise, inspect, schedule and evaluate the work of the skilled maintenance workers, Gardner/Utility workers, Athletic Field Grounds Worker(s), HVAC Mechanics, Auto Mechanic(s) and custodial personnel; perform related duties and responsibilities as required.

**REPRESENTATIVE DUTIES**

Coordinates, schedules, supervises and inspects the work performed by personnel in the proper and safe use of materials and equipment. Participate in, coordinate and conduct professional development activities. Individual will work hand-in-hand with the designated administrator or manager to coordinate repairs, preventive/programmed maintenance and all other facilities- related projects.

**Service Requests:**

1. Monitors the volume, type and status of requests daily
2. Submits a weekly summary of activity; follows up on second requests, customer/staff concerns regarding process or quality of work, and requests that have exceeded standard completion times or announced schedules;
3. Reviews cumulative service request data to assess demand level, workload distribution, and trends; prioritize work requests to identify critical need and schedule work.
4. Will also track overall service request expenses and parts inventory.
- 5.

**Preventive Maintenance:**

1. Responsible for the execution of periodic inspections of the interior and exterior of all facilities, areas of plantings and lawns, roads, walkways parking lots, signs and exterior lighting;

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2. Prepares reports documenting findings to be submitted to the designated administrator or manager, executes appropriate follow-up in conjunction with the designated administrator or manager and inspects completed work;
3. Prepare an annual calendar of preventive/programmed maintenance activities;
4. Uploads and tracks preventive/programmed maintenance in ONUMA System;
5. Consults with appropriate individuals, agencies and vendors as necessary.

**Grounds:**

1. Assigns, directs and supports the Garden/Utility workers and Athletic Field Grounds Worker(s) in the care of the maintenance of the grounds;
2. Ensures that work is done in accordance with established schedules and instructions;
3. Assures that the various duties of pruning, planting and minor equipment maintenance are accomplished through productive effort and efficient use of resources.

**Capital Improvement Projects:**

1. Provide input on technical specifications and construction schedules;
2. Will be primary or back up contact person on projects as assigned;
3. Attends meetings and assumes responsibilities of the designated administrator or manager in their absence.

**Administrative & Budget:**

1. Participates in regular supervisory team meetings to provide brief updates of projects, procedural changes and operational concerns as well as leading group training, planning and problem-solving activities;
2. Submits a quarterly report that summarizes maintenance activity,
3. Identifies issues and opportunities and planned activities;
4. Tracks, controls and organizes inventory for department with provided software;
5. Provides reports and recommendations to the designated administrator or manager including: itemized and allocation recommendations for the repair and maintenance account;
6. Review of monthly report on the repair and maintenance account and submittal of detailed projection of expenses for the remainder of the fiscal year;
7. Submittal of item and funding recommendations for the annual and long-range Preventative Maintenance plan.

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## **KNOWLEDGE AND ABILITIES**

### **Knowledge and Abilities:**

1. Knowledge of: Division of State Architect (DSA) requirements and compliance related to public education building repair and construction; tools, equipment, materials, supplies and other maintenance related items;
2. Preventative maintenance methods and procedures;
3. Effective construction safety practices;
4. Construction repair and installation.

### **Ability to:**

1. Make working sketches, read plans, blueprints and diagrams;
2. Work in a safe manner; follow written and oral instructions;
3. Utilize tools of the trade skillfully;
4. Diagnoses problems;
5. Estimates time and materials for varying jobs and work orders;
6. Prepares complex records;
7. Provides leadership and direction to subordinate employees

**License:**Valid California Motor Vehicle Operator's License.

**Physical Requirements:**Regularly perform light and heavy manual work involving lifting and climbing.

### **Job Qualifications**

## **MINIMUM QUALIFICATIONS**

### **Training and Experience:**

Three (3) years in a supervisory or lead capacity and three (3) years of responsible experience in general construction and maintenance work as a journeyman in one of the skilled trades (electrical, plumbing or HVAC).

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### **ABOUT RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

Rancho Santiago Community College District (RSCCD) is one of the most established districts in the state and has been in operation for nearly 50 years. Located in the heart of Orange County, it is one of the largest of California's 72 community college districts, based on the number of credit and non-credit students. RSCCD encompasses 25 percent of Orange County's total area and serves a population of more than 700,000 residents in the communities of Anaheim Hills, Orange, Santa Ana, Villa Park, and portions of Anaheim, Costa Mesa, Irvine, Fountain Valley, Garden Grove, Tustin, and Yorba Linda. The District includes Santiago Canyon College and Santa Ana College, as well as the Centennial and Orange Continuing Education Centers, the Digital Media Center, Joint Powers Fire Training Center, the Orange County Sheriff's Regional Training Academy, the College and Workforce Preparation Center, and the District Operations Center. RSCCD's three (3) auxiliary Foundations are actively involved in supporting both community and campus programs.

### **EEO STATEMENT**

The Rancho Santiago Community College District (RSCCD) is committed to the concept and principles of staff diversity and equal employment opportunity by prohibiting discrimination based on ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, physical or mental disability, gender identity, medical condition (cancer-related or genetic characteristics), marital status, citizenship, or service in the uniformed services, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics. Applications from all persons interested in the position are encouraged.

### **SELECTION CRITERIA**

#### **Application Screening**

In addition to the requirements and responsibilities listed, the following criteria will be considered in selecting candidates for interviews:

- Educational experience - breadth and depth
- Work experience (breadth and depth)
- Demonstrated leadership capabilities
- Program development
- Community involvement

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- Demonstrated experience in working with a diverse socio-economic community
- Demonstrated ability to work cooperatively with others

Based on the information presented in the application materials, a limited number of candidates with qualifications most pertinent to the position will be invited to participate in the selection process, which may include a written test and an oral interview. Meeting the position's minimum requirements does not guarantee advancement in the selection process. Candidate qualifications will be assessed to determine those who meet and exceed requirements and are deemed the most competitive in the applicant pool.

### **Interview**

Applicants selected for an interview may be required to take additional tests or assessments and will be notified of such prior to the date of the interview. During the oral session, those selected for interviews will, in addition to the above, also be evaluated on the following factors:

- Oral communication skills
- Presentation
- Problem-solving skills

A predetermined set of questions will be asked of all applicants interviewed. Applicants are requested to provide thorough yet concise information on their related experience to ensure the correct evaluation of their qualifications. Evaluation criteria will be applied consistently to all applicants. The District will make reasonable accommodations for applicants with disabilities. Applicants should contact Recruitment in the Human Resources Office for assistance.

### **Application Procedures**

To ensure full consideration, all applicants must submit a complete Rancho Santiago Community College District online application that includes the items listed below by the position's closing date. Recruitment will review all applications for completeness, and only complete application packets will be forwarded to the screening committee for further review.

### **A Complete Application Packet Must Include the Following:**

1. RSCCD Online Application
2. Cover Letter
3. Resume - details all relevant education, training, and other work experience

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**Conditions of Employment**

The selected candidate is required to complete the following before employment as part of the onboarding process:

1. Present original documents for proof of eligibility to work in the United States.
2. Provide a certificate of Tuberculosis Exam.
3. Fingerprints (by a Live Scan Agency at the candidate's expense, and clearance must be received before the first day of employment)

To apply, please visit <https://www.schooljobs.com/careers/rsccd/jobs/4593633/maintenance-supervisor>

**Contact Information**

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

**Contact**

Business Operations  
Rancho Santiago Community College District

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