

Night Facilities Operations Supervisor
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=246777>

Downloaded On: Oct. 19, 2024 1:15pm

Posted Oct. 9, 2024, set to expire Feb. 8, 2025

Job Title Night Facilities Operations Supervisor

Department

Institution South Orange County Community College District
Mission Viejo, California

Date Posted Oct. 9, 2024

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Facilities/Maintenance/Transportation

Job Website <https://www.schooljobs.com/careers/socccd/jobs/4687551/night-facilities-operations-supervisor>

Apply By Email

Job Description

Application Instructions:

- Complete all sections and fields on the application and attach all required documents – incomplete applications may not be considered.
- Include all relevant education, training, and/or experience on the application.

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- Do not include any personally identifiable, confidential, or otherwise unrequested information that does not pertain to job related factors (e.g., social security number, date of birth, pictures, etc.) on your application or attached documents.

- For job postings with a close date, all applications received by 11:59 PM (Pacific Time) on the job posting close date, will receive consideration.

- For job postings with an initial screening date, all applications received by 11:59 PM (Pacific Time) on the job posting initial screening date, will receive priority consideration; however, typically the job posting will remain open, and continue to accept applications, until the position is filled.

- For job postings requiring professional references, include at least three (3) professional references from the following categories:
 1. Current department chair(s) (for faculty) or supervisor(s);
 2. Previous department chair(s) (for faculty) or supervisor(s) (from within the past five (5) years);
 3. Master's thesis or Doctoral Dissertation advisor or supervisor (for faculty);
 4. Colleague(s) or co-worker(s) who can address professional competency and skills relevant to the position; and/or
 5. Other professional references.

Please note, professional references are typically contacted when a candidate is selected for, or as a finalist for, a position.

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Description

Specifications are intended to present a descriptive list of the range of duties performed by employees in the position. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

To plan, organize, coordinate and supervise night operations and activities at assigned areas of the College, involving custodial and maintenance work; take care of any emergency operational situations or building maintenance issues during the night shift that will assist in the functional operations of the classrooms and offices for the students, faculty, and staff; inspect facilities and work performed; train, supervise and evaluate the performance of assigned custodians; perform a variety of technical tasks related to the areas of assignment and participate in the cleaning and general maintenance of College facilities as needed; plan and schedule the annual and semi-annual floor care projects for carpets and hard resilient floors.

To foster a culture of collaboration, mutual respect, innovation, and continuous improvement throughout the District; lead by example; actively participate in and support District-wide participatory governance components and activities and other collaborative processes; encourage professional excellence among the staff and promote an organizational culture of customer service, innovation, and quality services.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Assistant Director of Facilities or designee.

Exercises functional and technical supervision over the night custodial and maintenance staff as assigned.

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REPRESENTATIVE DUTIES

The following duties and responsibilities are typical for this position. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Supervise and evaluate the work of assigned custodial and maintenance staff to ensure that College facilities are maintained in a clean, safe and sanitary condition, and in an efficient and cost-effective manner during evening hours.

Prepare and assign regular and special work schedules to ensure proper maintenance and custodial care of buildings and facilities; inspect the cleanliness of classrooms, offices, gymnasium, locker rooms, college center, rest rooms, halls and fixtures; note deficiencies and take appropriate corrective action.

Order, receive, inspect, store, issue, control the inventory of and deliver custodial supplies and equipment; ensure purchase of the most economical and highest quality supplies and equipment; requisition supplies and equipment needed to clean and maintain facilities.

Train, supervise and evaluate the performance of assigned custodial staff; develop procedures and provide instruction related to the custodial care of College buildings and facilities; assist in selection of assigned staff.

Prepare and maintain records related to custodial supplies inventory, personnel, work performed and equipment; participate in developing and overseeing the custodial budget according to established policies and procedures.

Ensure proper operation, maintenance and repair of custodial equipment such as floor strippers, buffers, vacuum cleaners, carpet shampooers and related equipment; recommend the repair or replacement of equipment as appropriate.

Inspect classrooms, offices, labs and other facilities to ensure compliance with established security and safety measures; identify and report dangerous, unsafe, unsecured and unsightly conditions to superiors; recommend appropriate corrective action.

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Participate in performing custodial duties as required under emergency conditions.

Monitor and report the annual recycle diversion rate for the college quarterly. Provide a quantitative and qualitative update on active recycle programs in progress and make recommendations for implementing new recycle waste stream programs. Liaison with assigned state representatives as required.

Perform other duties as assigned that support the overall objective of the position and the District's mission and philosophy.

Report to work on a regular and consistent basis, as scheduled, to assigned job.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

EDUCATION AND EXPERIENCE GUIDELINES

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to graduation from high school supplemented by specialized training in supervision and maintenance/custodial operations or closely related field. AA degree with a major in business administration of related field is preferred.

Experience:

Five years of increasingly responsible experience in maintenance and custodial operations, including at least three years of experience in a lead or supervisory capacity.

Commitment to equity and diversity. All applicants must have demonstrated sensitivity to and

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understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how these factors relate to the need for equity-minded practices within an educational environment.

LICENSES, CERTIFICATES, AND/OR OTHER REQUIREMENTS:

Valid California driver's license.

KNOWLEDGE OF:

Appropriate storage, handling, use and disposal of chemical cleaning agents and custodial equipment.

Basic risk management.

Budget preparation and administration.

Chemical cleaners for wood, tile, cement and other surfaces.

Correct English composition, grammar, spelling and vocabulary.

Health and safety precautions and procedures.

Interpersonal skills including tact, patience and diplomacy.

Methods and techniques of inventory control and record keeping.

Methods of planning, prioritizing, coordinating, organizing, scheduling and supervising night custodial operations of a community college.

Methods, equipment, tools and materials used in cleaning buildings and other college facilities.

Operation, maintenance and proper use of cleaning equipment including floor strippers, buffers, vacuum cleaners, carpet shampooers and other machines.

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Oral and written communication skills.

Planning and organizational skills.

Principles of training and supervision.

Requirements for maintaining college buildings in a safe, clean and orderly condition.

ABILITY TO:

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations.

Communicate clearly, concisely and effectively, both orally and in writing, with diverse constituencies within and outside of the District.

Encourage professional excellence among the staff and promote an organizational culture of customer service, innovation, and quality services.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Estimate quantity and types of materials and supplies needed.

Evaluate the effectiveness of various supplies and equipment.

Interpret, apply and explain applicable legal mandates related to areas of assignment.

Learn applicable local, State and federal laws and regulations related to area of assignment.

Learn College organization, operations and objectives.

Learn District policies and procedures.

Maintain current knowledge of custodial practices.

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Maintain records and prepare routine reports.

Maintain security of confidential materials.

Meet schedules and timelines.

Operate equipment and tools used in custodial operations according to predetermined standards.

Operate office equipment.

Plan, organize, coordinate, implement and oversee a comprehensive night custodial operation at a community college.

Prepare and oversee budgets for assigned area.

Prepare oral and written reports and recommendations.

Relate effectively to people of varied academic, cultural and socioeconomic background using tact, diplomacy and courtesy.

Schedule, assign, supervise, inspect and evaluate custodial work to ensure the cleanliness of District facilities.

Train, supervise and evaluate the performance of assigned personnel.

Understand and effectively and collaboratively work in a complicated multi-college environment, as well as within a system of community college districts.

Work effectively with others to achieve common goals.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

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Work Environment:

Duties are primarily performed in an indoor and outdoor environment during afternoon and evening hours, subject to driving to various campus locations to supervise staff and inspect their work. The work environment is noisy when subordinates are using power-cleaning or other power equipment. An employee in this class is regularly exposed to contact and fumes from cleaning agents and chemicals. Also regularly exposed to dust or other airborne particles. Must be willing to work varied hours and respond to emergencies in a timely manner. At least minimal environmental controls to ensure health and comfort.

Physical Demands:

Incumbents regularly ride in a vehicle and stand for long periods of time; walk at a normal pace for extended periods; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; bend, stoop, kneel, or crouch; hear to receive work direction and communicate with others. May lift, carry and/or move objects weighing up to 50 pounds. Must see clearly enough to read written directions and instructions on cleaning supplies and to inspect and ensure cleanliness of assigned facilities.

Supplemental Information

District Management Team Salary Schedule - Range 8

Application materials must be received by 11:59 pm 11/07/2024.

Required Documents: Resume



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Please attach transcripts and/or certificates relevant to the position.

Work Schedule: Monday - Friday (10:00 PM – 6:30 AM) - Schedule and shift are subject to change in accordance with the department's needs.

Hours per Week: 40

Months per Year: 12

Special COVID-19 Notice:

Interviews may be held in-person (following all necessary precautions) or in a virtual format. Employees must reside in California while employed with the South Orange County Community College District (SOCCCD), even during offsite work.

The SOCCCD is committed to protecting the health and wellbeing of students, faculty, staff, managers, and the communities it serves. More information can be found on the SOCCCD website by visiting <https://www.socccd.edu/communications/covid-19-information>.

Notice to all Candidates for Employment:

The Immigration Reform and Control Act of 1986, Public Law 99-603, requires that employers obtain documentation from every new employee which authorizes that individual to accept employment in this country. The SOCCCD will not sponsor any visa applications.



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California Public Employees Retirement System and California State Teachers Retirement System:

A California Public Employees Retirement System (CalPERS) retiree may not accept employment until after the first 180 days of retirement. Anyone retired from CalPERS accepting permanent employment with the SOCCCD will be required to reinstate as an active CalPERS member. Please contact CalPERS for additional information regarding your retirement status.

Any active vested member of California State Teachers Retirement System (CalSTRS), who accepts employment with the SOCCCD to perform service that requires membership in CalPERS, is eligible to elect to continue retirement system coverage under CalSTRS

Disability Accommodations:

If you require special accommodations in the application and/or evaluation process, please notify Human Resources at least two (2) business days prior to the job posting close or initial screening date, by either calling (949) 582-4850 or sending an e-mail to hrinfodesk@socccd.edu.

Attendance Requirement:

All SOCCCD employees are required to report to work on a regular and consistent basis, as scheduled, to assigned job.

Campus Crime and Safety Awareness:

Information regarding campus crime and safety awareness can be found at www.ivc.edu or www.saddleback.edu. Paper copies are available in the Human Resources office upon request.

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Diversity, Equity, Inclusion and Equal Employment Opportunity:

The SOCCCD is committed to creating an academic and work environment that fosters diversity, equity, and inclusion (DEI) and equal employment opportunity (EEO) for all, and ensures that students, faculty, staff, and managers of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion, makes the SOCCCD a unique and special place for individuals of all backgrounds.

The SOCCCD is looking for equity and inclusion-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to the understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present within our community. When you join the SOCCCD, you can expect to be part of an exciting, thriving, equity-focused, and inclusive community that approaches higher education with the lens of social justice and collaboration among students, faculty, staff, managers, and community partners. In deciding whether to apply for a position at the SOCCCD, you are strongly encouraged to consider whether your values align with the SOCCCD's mission and goals for DEI and EEO.

THE SOCCCD IS AN EQUAL OPPORTUNITY EMPLOYER

Contact Information

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

Contact