

FACILITIES SUPERVISOR
San Jose/Evergreen Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=250193>

Downloaded On: Dec. 21, 2024 8:08pm

Posted Dec. 10, 2024, set to expire Jan. 12, 2025

Job Title	FACILITIES SUPERVISOR
Department	Facilities
Institution	San Jose/Evergreen Community College District San Jose, California
Date Posted	Dec. 10, 2024
Application Deadline	01/12/2025
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Facilities/Maintenance/Transportation
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FACILITIES SUPERVISOR

San Jose/Evergreen Community College District

Close/First Review Date:01/12/2025

Work Location: San Jose City College

Position Description:

POSITION SUMMARY

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The Facilities Supervisor reports to the Vice President of Administrative Services at San Jose City College. The work schedule is 12 months per year; 40 hours per week; Monday - Friday; 7:00 a.m. - 3:30 p.m. This is a full time, 12 months per year, classified supervisor position.

POSITION PURPOSE

Reporting to assigned administrator, the Facilities Supervisor assigns and reviews the work of staff responsible for providing facility rental services. This position researches price and quality of facility supplies, requisitions supplies and equipment and submit budget estimates for facility department. This position oversees the vehicle fleet services for the campus and serves as a primary contact for all furniture, fixture and equipment requests and purchases for the College and Bond program.

KEY DUTIES and RESPONSIBILITIES

1. Plan, organize, schedule and oversee facility rental services. Serve as the primary contact for facility rental services and coordination of campus emergency operations, responses, and safety.
2. Oversee the facility usage in collaboration with various departments including custodial, police, grounds, maintenance, and academic departments.
3. Prepare and review billing notices/invoices for all users of facilities and insure payment of rental and/or direct service costs such as custodial, police services, grounds workers, maintenance workers, theater technicians, and locker room attendants, etc.
4. Participate and support programs of campus safety, OSHA requirements, and chemical and hazardous materials operations to comply with state and federal regulations.
5. Conduct physical inventory of facilities equipment and supplies; order and distribute supplies; research new products and meet with vendors as appropriate.
6. Coordinate various activities including moving furniture, setting up facilities for special events including sport events supported by the college and other activities as needed.
7. Serve as primary contact for all furniture, fixture and equipment (FF&E) requests and purchases for the college and the bond program; serve as a liaison between college staff and bond program managers, engineers, designers, and contractors.
8. Communicate with staff or faculty regarding work requests, projects, complaints and other issues

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related to facility activities.

9. Receive furniture, fixture and equipment requests, coordinate office installations and oversee furniture/equipment moves and related activities.

10. Provide work direction and guidance to FF&E related personnel such as vendors or contractors.

11. Develop and maintain FF&E database with associated contacts, costs. Lead times, warranties, available finishes, and shipment, etc.

12. Prepare analytical and statistical reports on operations and project activities. Maintain records and reports on personnel and work performed.

13. Supervise and evaluate the performance of assigned staff; interview and participate in selecting employees; train, counsel, and discipline personnel according to established policies and procedures.

14. Participate in budget preparation and administration; prepare cost estimates for budget recommendations; monitor and control expenditures.

15. Oversee the college vehicle rental and usage by college personnel and departments.

16. Provide support to external agencies, such as Fire Department, Police, Red Cross, and other related organizations for campus events and activities.

17. Perform related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

1. Principles and practices of supervision, training and performance evaluation.

2. Operations, services and activities of facility rental program.

3. Modern and complex principles and practices of facilities maintenance.

4. Pertinent Federal, State, and local laws, codes and regulations.

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5. Knowledge of safe work practices including applicable OSHA guidelines.
6. Advanced principles and procedures of recording keeping and reporting.
7. Generally accepted financial accounting methods, practices, and public sector accounting practices and procedures.
8. Enterprise application software and MS Office such as Word, Excel spreadsheets.
9. Modern office practices, procedures and equipment including computer operation.
10. Oral and written communication skills

Skills and Abilities:

1. Supervise, organize, and review the work of staff.
2. Interpret and explain District policies and procedures.
1. Coordinate facility usage with sufficient logistics skills.
2. Perform complex computations and statistics using mathematics skills.
3. Communicate clearly and concisely, both orally and in writing.
4. Establish and maintain effective working relationships with those contacted in the course of work.
5. Maintain physical condition appropriate to the performance of assigned duties and responsibilities
6. Maintain standards related to environmental compliance and personal health and safety.
7. Write reports, proposals, business correspondence and procedure manuals.
8. Maintain and update multiple budgets.

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Required Qualifications:

EDUCATION AND EXPERIENCE

1. Associate degree from an accredited institution.
2. Three years of work experience in a lead or supervisory capacity in facilities administration, accounting, or public administration.

Licenses and Certification:

1. Possession of an appropriate valid California drivers license.

Desired Qualifications:

1. Bilingual abilities, desirable.

Districts Diversity Requirements

- Demonstrated sensitivity, knowledge and understanding of the diverse academic, socioeconomic, gender identity, sexual orientation, cultural, disability, and ethnic background of groups historically underrepresented, and groups who may have experienced discrimination.
- Success integrating diversity as appropriate into the major duties outlined in the job description and in the duties listed in the Districts hiring policy; or demonstrated equivalent transferable skills to do so.

Salary Range:

\$96,908 - \$124,082 Annual Salary (Range S-115: Supervisor 2024-2025 Salary Schedule).

Starting salary placement is generally at Step 1.

Benefits:

Excellent fringe benefit package includes District paid medical, dental, vision, EAP (employee assistance plan) and life insurance for employee and eligible dependents, and income protection.



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Voluntary plans include supplemental life insurance, Flexible Spending Accounts, 403b and 457 Deferred Compensation Accounts. Supervisor positions also include 22 vacation days, 20 holidays, 12 sick leave days and 6 administrative leave days per year.

To be considered for this position please visit our web site and apply on line at the following link: <https://sjeccd.peopleadmin.com/>

About San Jose/Evergreen Community College District

The District is represented by dedicated and talented employees who are passionate about providing our student population with the best educational experience possible. The District recognizes that cultural diversity in the academic environment promotes academic excellence; fosters cultural, racial and human understanding; provides positive roles models for all students, and creates an inclusive and supportive educational and work environment for its employees, students, and the community it serves.

As of fall 2017, with enrollment of approximately 18,500 per semester, and an extremely diverse student population (Hispanic/Latino 44%, Black/African-American 4%, Asian/Pacific Islander 32%, American Indian/Native American 0.5%, White/Caucasian 11%) attaining educational goals reflecting 45% - AA Degree and Transfer to a 4-Year College/ University, the Districts emphasis on student success makes it a recognized educational leader in the State.

The District encourages a diverse pool of applicants to serve as colleagues to an existing diverse group of managers, supervisors and confidential staff consisting of 29 % Hispanic/Latino, 13% Asian/Pacific Islander, 7% Black/African American, 23% White/Caucasian, and as well as encouraging applications from all qualified, outstanding applicants.

Contact Information

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

Contact

Facilities



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