

Facility Supervisor 2 - Operations and Maintenance Truckee Meadows Community College

Direct Link: <https://www.AcademicKeys.com/r?job=259868>

Downloaded On: Jul. 17, 2025 10:17pm

Posted Jul. 17, 2025, set to expire Nov. 12, 2025

Job Title Facility Supervisor 2 - Operations and Maintenance
Department
Institution Truckee Meadows Community College
Reno, Nevada

Date Posted Jul. 17, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Facilities/Maintenance/Transportation

Apply Online Here <https://apptrkr.com/6385168>

Apply By Email

Job Description

Image not found or type unknown



Facility Supervisor 2 - Operations and Maintenance

Thank you for your interest in Truckee Meadows Community College. If you need assistance or have questions regarding the application process, please contact Human Resources at (775) 673-7168 or humanresources@tmcc.edu.

Job Description

Truckee Meadows Community College (TMCC), is recruiting for a full-time Facility Supervisor 2 located at the TMCC Dandini campus. The position plans, organizes, and directs buildings and maintenance,

Facility Supervisor 2 - Operations and Maintenance Truckee Meadows Community College

Direct Link: <https://www.AcademicKeys.com/r?job=259868>

Downloaded On: Jul. 17, 2025 10:17pm

Posted Jul. 17, 2025, set to expire Nov. 12, 2025

repair, custodial work, security functions, fleet maintenance, and at the higher levels, capital improvements at assigned facilities. This position is responsible for the supervision and administration of planning and scheduling project work orders, ensuring assignments are completed within estimated timeframes.

The role supports budget planning and maintenance efforts, and is tasked with organizing, directing, and overseeing building maintenance, repairs, security operations, and capital improvements at designated facilities. This position provides full supervision, including setting work performance standards, conducting evaluations, handling discipline, and participating in hiring and termination decisions. The role also involves delegating and planning work orders for staff and reviewing the quality and completion of assigned tasks.

Required Qualifications

- This position requires graduation from high school or equivalent education and four (4) years of building and facilities maintenance or construction experience which must have included project planning, preparation of job/project cost estimates, scheduling and project management, one (1) year of which was at a supervisory level; **OR**
- One (1) year of experience as a Facility Supervisor I in Nevada State service; **OR**
- An equivalent combination of education and experience

Pursuant to NRS 284.4066, this position has been identified as affecting public safety. Persons offered employment in this position must submit to a pre-employment screening for controlled substances.

A valid Class "C" driver's license or higher operator's license is required at the time of appointment and as a condition of continuing employment.

Schedule

The typical schedule is Monday through Friday from 8:00 a.m. to 5:00 p.m. Daily schedule may vary depending on operational needs.

Compensation Grade

Grade 33 (Step 01 \$28.38/hr)

Facility Supervisor 2 - Operations and Maintenance Truckee Meadows Community College

Direct Link: <https://www.AcademicKeys.com/r?job=259868>

Downloaded On: Jul. 17, 2025 10:17pm

Posted Jul. 17, 2025, set to expire Nov. 12, 2025

In classified service, salary is in Grade and Step. The Step is determined based on the Nevada Administrative Code. Salary placement above a Step 01 at initial appointment is determined based on the recruitment, the candidate's qualifications, internal equity and budgets. A request to accelerate salary must be approved by Human Resources and abide by the Nevada Administrative Code.

To view the classified compensation schedules, please visit: [Classified Compensation](#). Select Salary Schedule, PP01 or PP02

For more information, visit the [Classified Salary Calculator](#)

The Perks of PERS!

Employees are enrolled in The Public Employees' Retirement System of Nevada (PERS) upon hire. For information on contribution rates, please visit: [NV PERS Contribution Rates](#)

Please visit the Benefit Estimator [Retirement Calculator](#) for more information.

Perks of Working at TMCC!

- Health insurance options including dental and vision - [Health Insurance](#)
- 19.25% retirement match in PERS, 10 hours of annual and 10 hours of sick accrued each month, 12 paid holidays.
- Life insurance, generous annual and sick leave - [Classified Benefits](#)
- Sports and Fitness Center with annual or monthly membership options for employee and spouse/domestic partner.
- [ComPsych](#) supports employees through life's difficult moments.
- [Free](#) parking on all TMCC campus locations.
- No State income tax.
- All full-time faculty and staff are provided with a variety of [discounts and employee purchase programs](#).
- [Classified Grant-in-Aid](#): TMCC encourages employees to pursue training and educational opportunities available to them through the Nevada System of Higher Education Institutions. Tuition is paid in full when Classified employees enroll in a course that can apply toward the completion of a degree or is job-related.
- [Classified Registration Fee Reduction Program](#): The College offers this program for spouses, domestic partners, and dependents of Classified employees (working at least 53%). The Classified Registration Fee Reduction Program may be used for undergraduate courses through TMCC.

Facility Supervisor 2 - Operations and Maintenance
Truckee Meadows Community College

Direct Link: <https://www.AcademicKeys.com/r?job=259868>

Downloaded On: Jul. 17, 2025 10:17pm

Posted Jul. 17, 2025, set to expire Nov. 12, 2025

Exempt

No

Full-Time Equivalent

100.0%

Required Attachment(s)

Please attach all attachments to the resume/CV section of the application. To request updates to attachments, prior to review of applications, please contact the candidate helpdesk at jobs@unr.edu.

Attach the following attachment(s) to the resume/CV section of your application

Resume/CV - (required) List a detailed description of the major duties that you performed as part of each job. You must demonstrate that you qualify for the position and your education and experience must be clearly documented.

Cover Letter - (optional)

Contact Information for Three Supervisory References - (required) Please make a note if you do not want your present employer contacted unless necessary to determine your qualifications for the position.

Transcripts - (optional) If you have not graduated, please attach your transcripts to receive education credit for classes you have taken. Credit is given for classes relevant to the position.

Veteran Interview Consideration - (optional) - To receive interview consideration for veterans and veterans with a service-connected disability, proof is required at the time of application. Please attach proof electronically to your application under the Veteran Document(s) section. (Examples of acceptable documents include DD-214, disability letter from Veteran's Administration, etc)

Veteran Bonus Points - (optional) To receive bonus points for being a veteran, widow or widower of a veteran, or a disabled veteran, proof must be submitted on your application. (Examples of acceptable documents include DD-214, disability letter from Veteran's Administration, widow's documentation, etc.).

Facility Supervisor 2 - Operations and Maintenance Truckee Meadows Community College

Direct Link: <https://www.AcademicKeys.com/r?job=259868>

Downloaded On: Jul. 17, 2025 10:17pm

Posted Jul. 17, 2025, set to expire Nov. 12, 2025

Training and Experience Exam

This recruitment requires an exam. You will be asked to answer the below questions at the time you apply. It is essential that responses to the questions include extensively detailed information with timeframes regarding education and experience. Your score will be based on the information provided in your application and your responses to the questions asked below. If there are several parts to a question, answer each part separately. Along with each answer, identify the position(s) and/or training (as described in your application) where you gained the background asked for in the question. Absence of experience/training asked for in a question is not necessarily disqualifying. Failure to answer the questions will result in a score based solely on the application.

1) Describe in detail, your supervisory experience (including the number of years) with the following trade workers: 1) Carpenters, 2) Electricians, 3) Plumbers, 4) HVAC, 5) Commercial Refrigeration Mechanics, 6) Boiler Makers.

2) Describe your experience, including the number of years, performing preventative maintenance for a large commercial facility (i.e., hospital, casino, manufacturing, office or apartment complex/high rise) in the following trades: 1) HVAC, **2)** Refrigeration, 3) Back up power supplies, 4) Light vehicles and equipment, 5) Electrical control systems, 6) Plumbing, 7) Painting.

3) Describe in detail, your experience (including the number of years) establishing preventive maintenance schedules for a large commercial facility in the following trades: 1) HVAC, 2) Refrigeration, 3) Back Up power supplies, 4) Light vehicles and equipment, 5) Electrical Control Systems, 6) Plumbing, 7) Painting, 8) Grounds maintenance.

4) Describe, in detail, your experience (including the number of years) estimating time, material and equipment costs for building projects and future maintenance needs for a large commercial facility.

5) Describe your experience, including the number of years, in hazardous material control including receiving, inventorying, record keeping and disposal.

6) Describe, in detail, your experience (including the number of years) inspecting work performed by contractors to ensure adherence to plans and specifications.

7) Describe, in detail, your experience (including the number of years) preparing written plans and specifications for building projects.

8) Describe in detail your experience (including the number of years) interpreting blueprints and

Facility Supervisor 2 - Operations and Maintenance Truckee Meadows Community College

Direct Link: <https://www.AcademicKeys.com/r?job=259868>

Downloaded On: Jul. 17, 2025 10:17pm

Posted Jul. 17, 2025, set to expire Nov. 12, 2025

schematic drawings.

9) Describe, in detail, your experience (including the number of years) preparing work orders and reports for completed work.

10) Describe your experience, in detail, (including the number of years) preparing and maintaining a maintenance budget for a large commercial facility.

This posting is open until filled

Qualified individuals are encouraged to apply immediately. Lists of eligible candidates will be established and hiring may occur early in the recruiting process. Recruitment will close without notice when a sufficient number of applications are received or a hiring decision has been made.

Posting Close Date

Note to Applicant

Applicants should fully describe their qualifications and experience with specific reference to each of the minimum and preferred qualifications. Search committees will use this information to determine that applicants meet minimum qualifications as listed in the job announcement.

This posting will close at 12:00 am on the date listed above. The posting will no longer be available to apply to after 11:59 pm the day prior.

All documents, including unofficial transcripts for academic positions, must be received prior to the closing date listed on the job announcement.

Employment is contingent upon successful completion of a criminal background check upon hire.

As part of the hiring process, applicants for positions in the Nevada System of Higher Education may be required to demonstrate the ability to perform job-related tasks.

Schedules are subject to change based on organizational needs.

Facility Supervisor 2 - Operations and Maintenance Truckee Meadows Community College

Direct Link: <https://www.AcademicKeys.com/r?job=259868>

Downloaded On: Jul. 17, 2025 10:17pm

Posted Jul. 17, 2025, set to expire Nov. 12, 2025

To apply, visit https://nshe.wd1.myworkdayjobs.com/en-US/TMCC-External/job/TMCC---Truckee-Meadows-Community-College---Dandini-Campus/Facility-Supervisor-2---Operations-and-Maintenance_R0147978

Truckee Meadows Community College is a comprehensive educational institution located in Reno, Nevada and is part of the Nevada System of Higher Education. TMCCs five instructional sites and numerous community locations serves an increasingly diverse population of more than 11,000 students each semester. TMCC, an HSI (Hispanic Serving Institution), is a progressive institution that celebrates inclusion and diversity while supporting core themes of academic excellence, student success, and access to lifelong learning.

A vital leader in the New Nevadas growing economy, TMCC is located near the beautiful Sierra Nevada Mountains in an environment rich with a thriving arts, culture, food scene, abundant outdoor activities, and a family-friendly local community. It is only a 3.5 hour drive to San Francisco, CA, a 40-minute drive to Lake Tahoe, and within easy driving distance of four national parks (Great Basin, Yosemite, Lassen, and Death Valley). For more information, please go to www.tmcc.edu or view our virtual tour at tour.tmcc.edu.

The Nevada System of Higher Education (NSHE) is committed to providing a place of work and learning free of discrimination on the basis of a persons age, disability, whether actual or perceived by others (including service-connected disabilities), gender (including pregnancy related conditions), military status or military obligations, sexual orientation, gender identity or expression, genetic information, national origin, race, or religion.

jeid-6531bba528730344bed16a107a407da1

Contact Information

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

Facility Supervisor 2 - Operations and Maintenance
Truckee Meadows Community College

Direct Link: <https://www.AcademicKeys.com/r?job=259868>

Downloaded On: Jul. 17, 2025 10:17pm

Posted Jul. 17, 2025, set to expire Nov. 12, 2025

Contact

N/A

Truckee Meadows Community College

,