

MAINTENANCE AND OPERATIONS SUPERVISOR

Reports to: Maintenance and Operations Manager

Division: Administrative Services

Our ideal candidate

You have a “can-do” attitude and a flexible approach to carrying out job responsibilities. You are a good problem-solver and enjoy providing great service. You have the commitment and capacity to build a strong team of collaborative workers. You care about the people you work with and the individuals receiving your services. You are a team player and strive to do an excellent job.

General description

Supervise and perform a variety of activities in facilities maintenance, custodial services, and mail/cargo delivery services at multiple sites throughout Santa Barbara County. Provide supervision and training to custodial and mail/cargo delivery staff, overseeing work assignments and rotations, and ensuring satisfactory performance. May act in the absence of the manager, within limits of authority.

Specific duties and responsibilities

- Supervise custodial and delivery staff, including but not limited to training, providing constructive feedback, regular performance evaluations, staff assignments, and disciplinary action as needed.
- Assume responsibilities during the absence of the manager, including on-site security, liaison with contractors, and responding to urgent requests for facilities support
- Independently or with support from contractors, perform routine and complex building maintenance and repairs, such as but not limited to plumbing, electrical, carpentry and construction, HVAC, painting, and masonry
- Oversee and participate as needed in the cleaning of buildings, fixtures, and equipment; replacement of bulbs, tubes, and ballasts; and stripping, waxing, and buffing of floors
- Move supplies, furniture, and equipment between various county education office departments and sites and, when needed, help with furniture and equipment configuration for special events
- Serve as backup for custodial and delivery staff as needed
- Take office vehicles for servicing and perform preventive maintenance on assigned county equipment
- Assure security of building and staff through proactive measures
- Maintain custodial supply inventory, setting minimum reorder points, and initiating purchase orders when required
- Perform related duties as assigned

Requirements

Education: Possession of a high school diploma or equivalent; completion of trade school courses or apprenticeship in one or more building trades preferred.

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Experience: Three years of increasingly responsible experience in building maintenance and custodial work, including at least one year of experience as a leadworker; journey level experience in one or more building trades preferred. Experience in delivery of mail, packages, or cargo is desirable.

Knowledge of:

- methods, materials, tools and equipment used in custodial services, building maintenance, and groundskeeping
- health and safety regulations
- safe workplace practices, including safe driving
- record-keeping practices, especially those involving hazardous materials
- principles and practices of supervision and training
- modern proactive security measures.

Skill in:

- assembling and moving materials, equipment, and furniture safely and efficiently

Ability to:

- plan and organize work of self and others
- set and adjust priorities for self and others
- communicate effectively orally and in writing
- follow oral and written directions
- establish and maintain effective working relationships with individuals at all levels of the organization and external stakeholders
- analyze situations accurately and adopt an effective course of action
- train and supervise staff
- assign and review work, provide constructive feedback, and establish and maintain performance standards
- work independently and as member or leader of a team
- meet schedules and timelines
- independently lift objects weighing up to 50 pounds and lift heavier objects with assistance.

Licenses and certificates

- Possession of a valid California driver's license and insurance coverage as required by law.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program is required as a condition of employment in this classification.

Working conditions

Indoor and outdoor work, plus travel from site to site, lifting, climbing. Exposure to dust, fumes, and cleaning chemicals. In absence of manager, may be required to be on call 24 hours a day for emergencies.



Series

Maintenance/Operations/Transportation

Salary range 88

<i>Approved by the Personnel Commission:</i>	Oct. 28, 1987
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