State College of Florida
Job Description

Job Title: Supervisor, Maintenance and Site Utilities
Reports to: Director of Facilities
FLSA Status: Exempt
Level: 119
Position Class: C9911

Job Summary:
Supervises and coordinates activities of workers engaged in maintaining and repairing physical structures of buildings, site utilities, and HVAC and boiler equipment.

NOTE: Job descriptions and essential functions are subject to change due to advances in technology, utilization of work force, and other factors which may impact the College’s need to modify position requirements.

Essential Duties and Responsibilities:

The following listing of essential job duties indicates the general nature and level of work required in this job. This is not designed to be a comprehensive listing of all the activities, duties, or responsibilities that may be required in this job. Individuals assigned to this job may be asked to perform other duties as required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of the job. Applicants may be asked to demonstrate any or all of the following duties:

1. Directs workers engaged in painting and performing structural repairs to masonry, woodwork, and furnishings of buildings. Performs and provides technical leadership to unit in areas of HVAC, EMS controls, electrical, plumbing and roofing.

2. Requisitions tools, equipment, and supplies. Maintains time and production records.

3. Analyzes and resolves work problems, or assists workers in solving work problems. Accomplishes plan review and inspections during design preparation and during construction of contracted projects.

4. Coordinates and schedules outside construction companies.

5. Studies production schedules and estimates worker hour requirements for completion of job assignment. Establishes or adjusts work procedures to meet production schedules.

6. Interprets company policies to workers and enforces safety regulations.

7. Supervises the execution of Facilities department preventive maintenance program for HVAC, general maintenance, electrical distribution, exterior lighting and underground
piping systems.

8. Confers with other supervisors to coordinate activities of individual departments.

9. Oversees and develops budget for maintenance and utilities.

10. Performs work tasks of employees supervised as required.


**Job Qualifications:**
The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education/Experience:**
  Associate's degree or equivalent from two-year college or technical school and two or more years related experience and/or training; or equivalent combination of education and experience.

- **Supervisory Experience:**
  More than two years of direct supervisory experience, including formal training in supervision, is required for this position.

- **Language Ability:**
  Ability to read, analyze, and interpret blue prints, plans, general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

- **Math Ability:**
  Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to apply concepts of basic algebra and geometry.

- **Reasoning Ability:**
  Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, chart or schedule form.

- **Computer Skills:**
  To perform this job successfully, an individual must have basic knowledge of word processing, spreadsheet and internet software and intermediate knowledge of Automatic Logic Energy Management System software. Within three months of hire, must be able to use College e-mail and other College required software.
• **Certificates and Licenses:**
  
  Current Florida Driver’s License
  Mechanical Inspector and Mechanical Plans Examiner certificates from the Florida Building Code Administrators and Inspectors Board or ability to obtain the requisite license within 6 months of employment.

**Responsibility for People and Property:**

This position supervises ten or more employees and all buildings on campus and may also supervise additional employees or contract employees at the Lakewood Ranch Center.

**Responsibility for Communication:**

- **Internal Contacts:**
  This position has routine contact with staff, students, and managers.

- **External Contacts:**
  This position has routine contact with vendors and contractors and frequent contact with government agencies and utilities.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to work near moving mechanical parts; work in high, precarious places; outdoor weather conditions and risk of electrical shock. The employee is occasionally exposed to wet or humid conditions (non-weather); fumes or airborne particles; toxic or caustic chemicals; extreme heat (non-weather) and vibration.

The noise level in the work environment is usually loud.

**Physical Demands:**

The physical demands described here 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 functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand, walk, use manual dexterity, and reach with hands and arms. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch, or crawl, and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, color vision and ability to adjust focus.

**General Performance Standards and Expectations:**

In addition to satisfactory performance on all of the essential job duties and responsibilities for
this job, all State College of Florida, Manatee-Sarasota employees must fulfill the following basic performance expectations:

1. Mission and Goals: Each State College of Florida employee is expected to know the College’s mission and goals.

2. Customer Service: All SCF employees will strive to provide outstanding customer service to everyone they serve including students, the community, and fellow employees.

3. Grooming and Appearance: State College of Florida employees are expected to maintain a neat and professional image at all times. When issued, College personnel must wear uniforms, and maintain a neat, clean, and well-groomed appearance.

4. Safety Awareness: State College of Florida employees are expected to work diligently to maintain safe and healthful working conditions, and to adhere to proper operating practices and procedures designed to prevent injuries. Employees are required to wear personal protective equipment as provided.

5. Attendance Standards: State College of Florida employees are expected to attend their work assignments and schedules at all times, in accordance with College Rules and Procedures.

6. Training: State College of Florida employees are expected to attend College-provided training sessions and meetings when deemed necessary.

7. Continuous Improvement: State College of Florida employees are expected to give attention to continuous assessment and improvement of the position’s assigned set of duties and responsibilities.

Approvals:
This job description has been reviewed and approved by the leaders whose signatures appear below.

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<tr>
<th>Title</th>
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