

# Job Description

Position Title: Superintendent of Operations

Position Control Number:

Job Group: Facilities

Job Level Group: Manager/Supervisor/Lead

FLSA Status: Exempt

Salary Grade:

## Position Summary:

The Superintendent of Operations performs management level duties providing coordination and oversight of maintenance, repairs and operations pertaining to physical facilities for the college. Manage multidisciplinary trades and maintenance specialist teams. Supervise complex and multifaceted facility and plant maintenance, repair, renovation and operations activities. Manage projects with both in house and contracted resources, providing planning, scheduling, coordinating and budgeting. Contribute to facilities organization leadership with aspects of unit structure, methods and finance. Represent college facilities in purchasing selection as well as interactions with outside organizations.

## Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Responsible for managing maintenance and operation units. Responds to facilities emergencies and deploys appropriate resources and resolves facilities operational problems.
2. Coordinates maintenance and operation activities between college sites; sets priorities and assigns resources.
3. Supervises employees; prioritizes and assigns work; conducts performance evaluations; ensures staff are trained; makes hiring, termination and disciplinary recommendations.
4. Management and leadership of multiple facilities maintenance shops and personnel
5. Management oversight of numerous service contracts and blanket purchase order agreements with vendors and contractors.
6. Planning and coordination of work for shops having District-wide responsibilities for performing periodic maintenance inspections, special inspections, and skilled repairs and other related maintenance actions.
7. Work with and use the Facility Asset Management Information System (FAMIS) to plan and organize work, to ensure accountability of staff work hours, and to document the expenditure of college resources during work activities.
8. Review construction plans and other documents and approve of work performed.
9. Participate in administrative planning meetings and other related functions to support the Facilities Department.
10. Provide superior customer service to include responding to requests for support and information from faculty, staff, students and outside agencies.
11. Represent the Facilities Department at various meetings and other forums in support of the College.
12. Performs all other duties and responsibilities as assigned or directed by the supervisor.

## Knowledge, Skills, and Abilities:

1. Knowledge of regulatory compliance principles and practices
2. Knowledge and application of organizational and time management principles
3. Knowledge of project management principles
4. Knowledge of skilled trades expertise required to complete assigned responsibilities for the position
5. Skill in analyzing data and drawing conclusions
6. Skill in budget/resource management
7. Skill in effective communication (both written and oral)
8. Skill in organization, coordination and management
9. Skill in performing a variety of duties, often changing from one task to another of a different nature
10. Skill in project management principles, processes, and techniques
11. Ability to develop and maintain effective and positive working relationships
12. Ability to operate relevant equipment required to complete assigned responsibilities for the position

## Supervision:

- Supervises work of others, including planning, assigning and scheduling work, reviewing work and ensuring quality standards, training staff and overseeing their productivity, and signing employee(s) performance evaluation. May have responsibility for making decisions on hiring, termination and pay adjustments.

## Independence of Action:

- Results are defined and existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.

## Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Organizational Culture: Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.

## Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in related field required
- Three (3) to Five (5) years of related experience required.
- Five plus (5+) years of related experience preferred.
- One (1) to Three (3) years of supervisory experience required.
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

### Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a non-traditional work environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a non-traditional work setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, climb, balance, reach, and twist; to lift, carry, push, and/or pull moderate (up to 50 pounds) amounts of weight; to operate various equipment required to perform job; may be required to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information. May be exposed to various hazardous conditions such as extreme heat, extreme cold, infectious disease, moving vehicles, electrical current, chemicals, tight spaces or high places, moving mechanical parts, etc.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

### Special Conditions of Employment:

- Pre-employment Background Check Required
- DMV Check/Current and Valid AZ Driver's License