

Santa Clarita Valley Food Services Agency

Position Description

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| Position: Operations Supervisor | Position Number: |
| Department/Site: Central Kitchen | FSLA: Exempt |
| Reports to/Evaluated by: Director of Finance & Administration | Salary Grade: 120 |

Summary

Supervises, plans, and coordinates the facility maintenance, warehousing, and custodial operations.

Distinguishing Career Features

This is a supervisory position responsible for the efficient and effective performance of one or more teams of employees. The Supervisor requires a demonstrated ability to supervise skilled and service-level staff, prioritize projects and services, and apply knowledge of building and infrastructure maintenance in a food production environment.

Essential Duties and Responsibilities

- Coordinates the day-to-day organization, staffing, and operational activities for maintenance programs including maintenance, repair, cleaning, and operation of utilities, and heating and cooling systems.
- Assists in the development and implementation of goals, objectives, policies, and priorities for Maintenance operations. Identifies resource needs. Recommends and implements policies and procedures.
- Assigns maintenance personnel to projects and services and evaluates work performed. Provides or coordinates staff training. Works with employees to correct deficiencies. Implements first-step discipline procedures.
- Implements the work plan for maintenance activities. Meets with staff to identify and resolve problems. Assigns work activities and projects. Monitors work flow. Reviews and evaluates work products, methods and procedures.
- Identifies opportunities for improving service delivery methods and procedures. Reviews with appropriate management staff. Implements improvements
- Assists in development and administration of the budget for maintenance, custodial services and warehousing support, including the Agency's delivery truck fleet. Processes expenses, ensuring proper use of labor and materials.
- Coordinates maintenance operations with those of other divisions and outside agencies and organizations. Prepares and presents staff reports and other necessary correspondence.
- Assists in the administration of programs involving the maintenance, operation, alteration, and repair of heating, lighting, water air conditioning, ventilating and refrigeration systems, and the maintenance and repair of buildings, production and proceeding equipment, and related equipment.

- Prepares cost, time and labor estimates. Assists in the preparation of plans and bids for major construction projects. Contracts for labor and materials. Manages contracts for the department.
- Supervises preventive maintenance programs. Provides long range planning in computerized maintenance operations. Assists in planning health and safety programs for the department.
- Oversees compliance with appropriate laws, codes, and regulations. Implements asbestos, hazardous materials, and energy management programs.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

Knowledge and Skills

The position requires in-depth knowledge of building maintenance and operations. This includes knowledge of complex practices and principles of the installation, operation, maintenance and repair of the lighting, air conditioning, electrical, plumbing, carpentry, and mechanical systems, custodial, and warehousing services. Must know the rules, regulations and safety orders of the Division of Industrial Safety as applied to construction, operation and maintenance of buildings. Requires skills in preparing reports, budgets and correspondence. Must have full awareness of regulations, policies, codes and laws applicable to the position. Requires sufficient human relations skill to convey specific work information and to achieve a harmonious work setting.

Abilities

Requires the ability to carry out all responsibilities of the position. Requires the ability to plan, organize, and supervise work programs that optimize the use of staff. Must be able to establish harmonious and effective work relationships with departments, outside contractors, and the public. Must be able to operate vehicles, equipment and tools used in maintenance and operations of the Agency facility. Normally works in an office setting, with minimal exposure to safety or health hazards. May periodically work outside with exposure to inclement weather. Requires arm, hand, finger dexterity to operate keyboard and other office equipment. Requires visual acuity to read words, blueprints, plans and schematics.

Physical Abilities

Requires the ability to plan, develop and maintain detailed administrative programs for the successful operation of the department. Must be able to manage the work activities of diverse field and office staff in a manner conducive to efficient performance, high morale and department effectiveness. Must be able to establish harmonious and effective work relationships with agencies, staff and the public. Must be able to operate vehicles, equipment and tools used in maintenance and operations of Agency facilities. Normally works in an office setting, with minimal exposure to safety or health hazards. May periodically work outside with exposure to inclement weather. Requires sufficient ambulatory ability to inspect premises, including some ability to bend, stoop, and walk in confined areas. Requires arm, hand, finger dexterity to operate keyboard and other office equipment. Requires sufficient visual acuity to read detailed drawings, recognizing words and numbers. Requires sufficient auditory ability to carry on conversations in person and over the phone.

- **Education and Experience**

The position typically requires an Associates degree with major coursework in industrial technology or a related field plus mastery of at least one of the technical trades and 6 years increasing responsibility in building maintenance and operations. Additional experience may substitute for higher education.

- **Licenses and Certificates**

Requires a valid California drivers license, and a current (as required by the Agency) certification of completion of a safety/sanitation course.

- **Working Conditions**

Work is performed indoors and outdoors in extreme weather conditions where significant safety considerations exist from full-body physical labor and handling of medium-to-heavy weight materials.