

**FLORIDA STATE COLLEGE AT JACKSONVILLE  
JOB DESCRIPTION, 2025**

**CENTER FACILITIES SUPERVISOR**

**FLSA STATUS: NON-EXEMPT – PAY GRADE: 15 – C**

**JOB FAMILY: FACILITIES & CONSTRUCTION    JOB FUNCTION: BUSINESS SERVICES**

**GENERAL STATEMENT OF JOB**

The Center Facilities Supervisor directs, oversees, and supervises all building plant services and maintenance functions including facilities maintenance and custodial and grounds operations of an assigned center. The Center Supervisor oversees and performs routine, complex, preventative, and emergency activities and maintenance of major equipment and systems. This position performs semi-skilled to skilled work in various trades to include construction, plumbing, mechanical, and/or HVAC.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES** *(Depending upon assignment)*

Supervises staff and contractors; prioritizes and assigns work; approves leave requests and timesheets; conducts performance evaluations; ensures staff are trained; ensures that employees follow policies and procedures; maintains a healthy and safe working environment; and makes hiring, termination, and disciplinary recommendations.

Oversees, directs, and/or performs routine and complex construction, daily plant operations, building and grounds services and maintenance, and/or repairs. Processes information for the operation of all physical plants and facilities; assigns priorities for trades staff, supervisors, and contract vendors. Monitors energy usage and maintains equipment for maximum output; monitors services contracts for compliance and maintains records. Inspects HVAC, electrical equipment, fire alarm system, and fire suppression system on campus and remotely.

Responds to and analyzes emergencies such as lighting, electrical, heating, plumbing, and air conditioning and ensures issues are corrected in a timely matter. Evaluates situations and determines if repairs can be made by college staff or if contracted staff need to be called in.

Oversees and/or performs scheduled preventative maintenance of major equipment, maintenance, custodial and grounds operations; maintains all buildings by keeping them clean and safe with proper equipment operation.

Reads blueprints and schematics relating to equipment or area of repair or services being performed. Plans and prepares for performance of duties and tasks. Ensures that equipment or area has been de-energized so repairs or service can be performed safely.

Manages inventory control; maintains records on equipment and supplies; and prepares requisitions for cleaning supplies, repair supplies, and equipment.

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Prepares specifications for facilities management projects on campus; directs contractors and coordinates rental groups; inspects/communicates facilities management work done by contractor on campus; monitors services contracts for compliance and maintains records; and ensures contracted work is performed to college expectations and contract agreement.

Creates and balances maintenance budget and ensures adequate funds are available.

Monitors safety program and key and/or facility access controls.

Attends and participates in supervisory, safety, financial, and/or facilities planning meetings to provide input and ensure compliance with policies and procedures.

Provides center building plant services and maintenance functions to create and maintain a clean and safe campus environment supportive of student needs.

Performs other related duties, as required.

### **SUPERVISION RECEIVED**

Supervision is received from the appropriate supervising administrator.

### **SUPERVISION EXERCISED**

Supervision is exercised over assigned staff.

### **MINIMUM QUALIFICATIONS**

A high school diploma or high school equivalency degree supplemented by two (2) years of related experience.

### **PREFERRED QUALIFICATIONS**

Five (5) years of experience in trades, grounds, housekeeping, and operation of plant equipment.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Some tasks may involve frequent walking, standing; some lifting and carrying objects of moderate weight (12-20 pounds); and/or the operation of vehicles, office, shop, or hand tools in which manipulative skills and hand-eye coordination are important ingredients of safe and/or productive operations.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

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**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions.

**Language Ability:** Requires the ability to read a variety of logs, inventory statements, etc. Requires the ability to prepare logs, maintenance reports, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction and style. Requires the ability to speak to people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in Standard English. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

**Numerical Aptitude:** Requires the ability to utilize basic mathematical skills; to add and subtract totals and to multiply and divide and to provide decimals/percentages and descriptive statistics.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width, and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using tools and electronics equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items, tools, electronic equipment, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

**Physical Communication:** Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

**Environmental Requirements:** Tasks are regularly performed without exposure to adverse environmental conditions, but may require exposure to extreme heat/cold or extreme weather conditions.

**Effective:** 12/09

**Revised:** 4/9/25