



OPERATIONS SUPERVISOR

Facilities Management

POSITION SUMMARY

The Operations Supervisor will be responsible for providing improvements related to productivity, efficiency, and overall effectiveness of the Facilities Department. They will also be responsible for various administrative tasks including providing direct support to the Director and Managers of Facilities.

SUMMARY OF DUTIES, RESPONSIBILITIES AND GOALS

- Management Functions (maintains accurate personnel records for temp casuals, contracted casual staff, student workers and full time employees)
- Set up, track, and analyze training for all Facilities personnel. Training administrator in charge of setting up new accounts, renewals and monitoring usage
- Order and distribute employee uniforms (annually and for new hires)
- Oversee and archive department timekeeping records, approve leave reports on behalf of the Director of Facilities, and assess accuracy of biweekly timesheets (Kronos/Banner)
- Liaison with Human Resources Department for requesting and posting new positions, recruiting, interviewing and on-boarding of new (FTE, temp, student) employees. Communicates and coordinates tasks related to employee departures.
- Act as department Human Resource Administrator submitting EARs, EPAFs, and employee changes. Archives and assists with performance monitoring, Introductory Period Assessments and Annual Performance Appraisals
- Attend regular meetings as Safety Squad representative from Facilities. Select, distribute, and track training material pertaining to safe work practices. Represents Facilities on Benefits Committee.
- Provide administrative assistance to the Director and Managers of Facilities, including effective scheduling, ordering supplies, reconciling credit card purchases, purchase requests, etc.
- Deliver department data and metrics reports regarding staffing overtime, student, casual labor
- Member of Operating Committee to discuss policies, procedures and SOP's.
- Takes accurate minutes for weekly Team, Technical, Operating Committee meeting, and other meetings for the department as needed
- Liaison with ITS and acts as web editor for the Occidental College Facilities Management website. Assists with Facilities Computer Hardware List updates.
- Support Campus Wide Events (For example: Orientation Week, Homecoming, Admissions Open House Season, Commencement, and Alumni Reunion), possibility of support needed on the weekends.

QUALIFICATIONS

- Bachelor's degree or certification in related facility management or business administration field is preferred
- 5-7 years office management experience
- 3 years in facilities maintenance or construction experience preferred
- Demonstrated ability to manage and supervise diverse functions with exceptional attention to detail and accuracy
- Strong customer service skills, excellent verbal and written communication skills
- Computer literacy with strong MS Office experience and database management systems
- Analytical problem solving and program development skills
- Possess a valid CA driver's license and maintain Colleges Authorized driver status
- Perform other duties as assigned or requested.

APPLICATION INSTRUCTIONS

Please submit a resume and cover letter explaining how your qualifications meet the requirements of the position to resumes@oxy.edu.

ADDITIONAL INFORMATION

Occidental is an Equal Opportunity Employer and does not unlawfully discriminate against employees or applicants on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, pregnancy, breastfeeding or related medical condition, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, genetic characteristic or information, military and veteran status, or any other characteristic protected by state or federal law. Occidental is strongly committed to increasing the diversity of the campus community and the curriculum, and to fostering an inclusive, equitable, and just environment within which students, staff, administrators, and faculty thrive. Candidates who can contribute to this goal through their work are encouraged to identify their strengths and experiences in this area. Individuals advancing the College's strategic equity and justice goals and those from groups that are underrepresented in the field are particularly encouraged to apply.

Salary is commensurate with experience and qualifications. A comprehensive benefits package is available that includes: excellent health, dental, life, and retirement benefits; tuition benefits for the employee, spouse, domestic partner, and dependents; additional extras including use of gym facilities and the College Library. For a detailed description of benefits, please visit <https://www.oxy.edu/offices-services/human-resources/benefits-information>.

All qualified applicants will be considered for employment, including those with criminal histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles' Fair Chance Initiative for Hiring Ordinance. Occidental College is committed to working with and providing reasonable accommodations to applicants with qualifying disabilities. If you need a reasonable accommodation because of a disability for any part of the application or employment process, please contact Human Resources (hr@oxy.edu).

As a condition of hire for a staff position and for appointment to a faculty position, Occidental College requires that all candidates who have received a conditional offer of employment complete an application form (if they have not already done so) and consent to a background check. Satisfactory completion of a background check, along with pre-employment verifications and references are required as a condition of employment, but only as permitted by federal, state, and local law, including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance.