

TITLE: Supervisor, COVID-19 Safety

CLASSIFICATION: Management Team – Classified Supervisor

SALARY RANGE: 12

SCOPE OF POSITION:

Under the direction of the Director of Purchasing and Risk Management, coordinate with other departments and external agencies to implement protocols, programs and practices to address issues related to the COVID-19 pandemic in order to create a safe work and learning environment for employees, students and visitors of the District.

KEY 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. Provide on-site administrative oversight of the District's COVID-19 safety protocols, assigned staff, and provide training for District employees and departments on appropriate protocols.
2. Monitor and direct the use of District COVID-19 safety monitor check-in stations; develop and coordinate short and long-term plans for check-in stations that are sustainable to environmental conditions and inclement weather.
3. Monitor changes in District, County and State regulations that may affect District operations; assist in the formulation and development of policies, procedures and programs.
4. Provide technical expertise, information and assistance to the Director, Purchasing and Risk Management regarding assigned functions.
5. Make recommendations and initiate corrective actions regarding identified deficiencies or COVID-19 noncompliance.
6. Assist with oversight of the COVID-19 PPE supplies and PPE distribution points.
7. Serve as the District liaison to internal faculty and staff and external contractors and visitors to communicate and enforce safety protocols.
8. Direct the preparation and maintenance of complex and comprehensive narrative and statistical reports, and records related to staff and assigned activities, including supporting documentation for reporting and planning.
9. Communicate with faculty, staff, students and external organizations to coordinate activities and programs, resolve issues and exchange information.
10. Track and monitor assigned budgets; analyze and review budgetary and financial data; authorize expenditures.
11. Hire, train, schedule, supervise and evaluate the performance of assigned staff.

KNOWLEDGE OF:

1. Appropriate safety precautions and procedures.
2. Budget preparation and control.
3. Oral and written communication skills.
4. Principles and practices of administration, supervision and training.
5. Applicable laws, codes, regulations, policies and procedures.
6. Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

1. Train, supervise and evaluate the performance of assigned staff.
2. Assess and resolve conflicts.
3. Observe and enforce health and safety regulations.
4. Communicate effectively both orally and in writing.
5. Interpret, apply and explain rules, regulations, policies and procedures.
6. Establish and maintain cooperative and effective working relationships with others.
7. Operate a computer and assigned office equipment.
8. Analyze situations accurately and adopt an effective course of action.
9. Meet schedules and time lines.
10. Work independently with little direction.
11. Plan and organize work.
12. Direct the maintenance of reports and, records related to assigned activities.
13. Demonstrate sensitivity to, and respect for, a diverse population.

MINIMUM QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

Associates degree.

Experience:

Increasingly responsible experience coordinating programs, leading teams and providing customer service.

OTHER REQUIREMENTS:

- Valid California driver's license.

WORKING CONDITIONS:

- Routinely required to work under inclement weather conditions outdoors.