



TITLE: SUPERVISOR, MAINTENANCE

Under general supervision to be responsible for the planning, scheduling and supervision of employees involved in the maintenance and repair of school buildings and related District facilities; and to perform other related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Depending on the assignment, duties may include, but are not limited to the following.

Confers with the Manager of Maintenance, Operations, and Grounds and other District personnel in planning a maintenance program.

Coordinates with staff regarding scheduling.

Examines equipment, school buildings and other real facilities for needed repairs and maintenance.

Receives, reviews, and approves work orders.

Coordinates a schedule for the preventive maintenance program.

Develops estimates of costs of repair projects in terms of labor, material, and overhead.

Assigns skilled maintenance personnel to specific duties.

Assigns skilled maintenance personnel to emergency and routine maintenance and construction work.

Ensures that needed equipment is available to accomplish work.

Inspects completed work to determine satisfaction of order.

Inspects work performed by subordinates and recommends improved work methods when necessary.

Requests and stores parts and materials needed to accomplish maintenance projects.

Keeps time, material, and work progress records.

Coordinates current and future maintenance and repair projects.

Assists in hiring and evaluating maintenance personnel.

Assures compliance with applicable codes, regulations and laws.

Assists in supervising all maintenance trades as required.

Assist with budget development and administration.

Works with the Facilities Management Team to coordinate and execute Emergency Response Plans.

Assists the Maintenance, Operations and Grounds Department as required.

QUALIFICATIONS:

Knowledge of:

Methods, materials, and equipment used in the various trades such as Carpenter, Painter, Electrician, Locksmith and Glazier;

Building construction and repair practices tools, methods, equipment and laws affecting the construction and repair of school buildings;

Principles of supervision and training;

OSHA Safety Regulations.

Ability to:

Estimate costs of repair and construction work;

Supervise and direct the work of others;

Train others in safe work procedures;

Prepare and interpret blueprints and sketches;

Maintain accurate records and prepare written and oral reports;

Establish and maintain cooperative working relationships with those contacted in the course of work;

Communicate effectively, orally and in writing.

Education: Education and experience equivalent to the completion of a full four-year apprenticeship program.

Experience: Three years of increasingly responsible experience in one or more of the skilled maintenance trades. Experience in directing the work of others is highly desirable.

LICENSES AND CERTIFICATES:

Possession of a valid California driver's license with no restrictions, which would preclude driving on the job, is a continuous requirement.

OTHER CONDITIONS OF EMPLOYMENT:

In accordance with California law and the Education Code, position incumbents must maintain a conviction free Dept. of Justice background record, which is relevant to the position.

N: 1/80

R: 11/85

R: 5/99