

CLASSIFIED PERSONNEL

MAINTENANCE SUPERVISOR

OVERALL JOB PURPOSE STATEMENT

Under the direction of the Executive Director of Operations, the job of Maintenance Supervisor is done for the purpose/s of planning, scheduling, coordinating and supervising the day-to-day facility maintenance operations of the building trades personnel; ensuring compliance with work order and relevant trade standards; ensuring the availability of equipment, tools, materials and supplies required by building trades; making recommendations for acceptance; ensuring work assignments are completed in a safe, proper and timely manner; and conveying information relating to professional requirements, new products and technology.

ESSENTIAL JOB FUNCTIONS:

- Coordinates schedules, services provided under contract to other schools, special events, and other operations for the purpose of ensuring preparation and availability of required facilities.
- Develops long and short-range maintenance plans/programs (e.g. deferred maintenance program) for the purpose of ensuring that the District's resources are effectively utilized and expenditures are within budgetary limitations.
- Inspects in-process and completed projects (e.g. capital and deferred maintenance, repairs, scheduled maintenance) for the purpose of ensuring compliance with work orders, efficiency, relevant trade standards and building codes and local, State and/or Federal regulations, and/or monitoring maintenance operations at district sites.
- Approves payment requests, inspection reports, and specifications for capital improvements to ensure adherence to standards, regulations and timelines.
- Participates in various activities (e.g. staff meetings, training, professional development) for the purpose of receiving and/or conveying information relating to professional requirements, new products, technology and/or networking with other professionals in the field.
- Prepares documentation (e.g. schedules, cost estimates; work orders, plan, bid specifications, procedures) for the purpose of providing written support, conveying information and/or responding to requests.
- Recommends policies, procedures and/or actions (e.g. assisting other departments with specifications on capital projects, cost and labor estimates, vendor relations) for the purpose of providing direction and/or making decisions.
- Responds to emergencies (e.g. power outages, breaches of security, equipment failures) for the purpose of providing 24/7 initial contact coverage and for determining and implementing appropriate actions required to resolve situations.
- Directs/Oversees department projects and activities (e.g. repairs, deferred and scheduled maintenance) for the purpose of prioritizing work deadlines, ensuring optimal utilization of personnel, and ensuring that the District's resources are effectively utilized, expenditures are within budgetary limitations, and the department's functions provides service in a safe and efficient manner for the district's operations.
- Supports the Director of Maintenance, Operations and Transportation (e.g. recommending

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budget allocations, staffing requirements, operational priorities) for the purpose of assisting with job functions and responsibilities of maintaining overall maintenance of the district's facilities and sites.

- Designs plans, specifications and cost estimates for the purpose of implementing maintenance and facility improvement projects in accordance with the district's short and long-term plans.
- Procures equipment, tools, supplies and materials for the purpose of maintaining availability of required items for facility maintenance operations and completing work functions at district sites efficiently.
- Performs a variety of personnel functions (e.g. interviewing, hiring, evaluating, training, staffing, scheduling, motivating, supervising) for the purpose of providing an efficient facility maintenance services operation that adheres to standards and achieves maximum performance throughout the district.
- Presents training programs (e.g. safety, maintenance, accident prevention, etc.) for the purpose of informing staff of appropriate procedures and safety practices and developing staff maintenance skills, presenting new techniques and equipment and implementing program standards.
- Researches and evaluates programs, new products, materials, equipment, supplies, rules and regulations (e.g. health, safety, education code, professional standards) for the purpose of recommending purchases and contracts and ensuring that the facility maintenance services are provided in accordance with established standards.
- Coordinates facility maintenance services with principals, other administrators and site staff as appropriate for the purpose of ensuring the required levels of service are provided within the scope of the maintenance functions.
- Performs a variety of functions as needed for the purpose of assisting subordinate personnel in special projects or addressing special circumstances.
- Supervises facility maintenance activities (e.g. cleaning, minor repairs, arranging furniture) for the purpose of ensuring that the custodial services provides a sanitary, safe and attractive environment in accordance with the various site requirements.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

OTHER JOB FUNCTIONS:

- Performs other related duties as assigned to ensure the efficiency and effectiveness of the work unit.

ESSENTIAL JOB REQUIREMENTS – QUALIFICATIONS

Knowledge, Skills and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: to perform multiple, highly complex, specialized technical tasks; specific skills to administer personnel policies and practices; apply pertinent codes, policies, regulations and laws;

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communicate with persons of varied cultural and educational backgrounds; operate equipment used in the trades; operate standard office equipment including utilizing pertinent software applications; plan and manage projects; prepare and maintain accurate records; and prepare budgets and financial plans.

KNOWLEDGE is required to perform algebra and/or geometry for practical applications; review and interpret highly technical information, write technical materials, and speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: to read technical information, to create and/or compose documents and/or participate in panel discussions; to solve practical problems and deal with a variety of concrete variables.

ABILITY is required to schedule a significant number of activities, meetings, and events; often gather, collate, and classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate to significant. Specific abilities required to satisfactorily perform the functions of the job include: dealing with a level of complexity of tasks that require significant processing data; coordination of other person's schedules and activities; significant flexibility with people; types, uses and sources of data; using a wide diversity of equipment; interacting with persons and agendas that frequently change; discretion, independent action and judgment with regards to using data, equipment and working with people. Specific abilities required to satisfactorily perform the function of the job include adhering to safety practices; being attentive to detail; meeting deadlines and schedules; and working under time constraints.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; managing a department; and supervising the use of funds. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. The job is performed under minimal temperature variations and some hazardous conditions.

EXPERIENCE

Job related experience within the specialized field with increasing levels of responsibility is required.

EDUCATION

Targeted job related education that meets the organization's prerequisite requirements .

REQUIRED TESTING

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Pre-employment proficiency test.

CERTIFICATES

Valid Driver's License and evidence of insurability.

CONTINUING EDUCATION/TRAINING

None specified.

CLEARANCES

Criminal Justice Fingerprint/Background Clearance and Tuberculosis Clearance.

FLSA Status

Nonexempt

Salary Range

Supervisory