

MAINTENANCE SUPERVISOR

JOB SUMMARY

Under the direction of the Director of Maintenance and Operations, the Maintenance Supervisor plans, schedules, coordinates and supervises 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.

REPRESENTATIVE DUTIES

The position description describes the general nature of work performed.

ESSENTIAL FUNCTIONS:

- Supports the Director of Maintenance and Operations (e.g., recommending budget allocations, staffing requirements, operational priorities), assisting with job functions and responsibilities of maintaining overall maintenance of the district's facilities and sites.
- Supports the Director of Operations and the Department in the execution of the Civic Center Act/facility use. Assists in the development of long and short-range maintenance plans/programs (e.g., deferred maintenance program) ensuring that the District's resources are effectively utilized and expenditures are within budgetary limitations.
- Inspects in-process and completed projects (e.g., projects with various funding sources and deferred maintenance, repairs, scheduled maintenance), 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), 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, and procedures.
- Uses technology such as software programs, email, and mobile devices to communicate, enter, revise, organize, and retrieve information and to formulate methods of collecting and presenting information; and to generate complex reports.
- Assists other departments by recommending policies, procedures and/or actions e.g., specifications on capital projects, cost and labor estimates, and vendor relations.
- Responds to emergencies (e.g., power outages, breaches of security, equipment failures) and provides 24/7 initial contact coverage and determines and implements appropriate actions required to resolve situations.
- Designs plans, specifications and cost estimates and implements assigned improvement projects in accordance with the district's short and long-term plans.
- Procures equipment, tools, supplies and materials.
- Performs a variety of personnel functions (e.g., interviewing, hiring, evaluating, training, staffing, scheduling, motivating, supervising).
- Presents training programs (e.g., safety, maintenance, accident prevention), informing staff of

CLASSIFIED

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), 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, ensuring the required levels of service are provided within the scope of the maintenance functions.
- Performs a variety of functions as needed assisting subordinate personnel in special projects or addressing special circumstances.
- Under direction, effectively utilize department computerized maintenance management system
- Assists other personnel as may be required to support them in the completion of their work activities.
- Performs other job-related duties as assigned to ensure the efficiency and effectiveness of the work unit.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

- Contemporary trade practices, methods, techniques, quality standards, and equipment applicable to construction, maintenance and repair of buildings, pavements, electrical, and mechanical systems, heating/ventilating/air conditioning and utility distribution systems.
- Principles and practices of effective supervision and training.
- Principles and practices of effective project management.
- District organization, operations, policies, and objectives.
- Applicable building codes, ordinances, fire regulations, health and safety regulations and procedures.
- Budget preparation and control, project cost estimation, inventory methods, and recordkeeping.
- Proper methods of storing equipment, materials and supplies.
- Computer, assigned software, and mobile device operations.
- Inventory practices, procedures and requirements for maintenance activities.
- How to read plans, diagrams, blue prints, sketches and specifications.
- Research techniques (such as internet sites, networking with other professionals, training seminars) to learn about programs, new products, materials, equipment, supplies, rules and regulations (e.g., health, safety, education code, professional standards)
- Effective oral, written and interpersonal communication skills.

ABILITY TO:

- Plan, coordinate and supervise the day-to-day activities of the district's maintenance operations. Effectively supervise, train, and evaluate staff.
- Plan and manage projects.
- Analyze problems and develop required solutions and improvements.
- Analyze situations accurately and adopt an effective course of action.
- Design and prepare plans, specifications, and cost estimates for improvement and repair projects.
- Read and interpret plans, diagrams, blue prints, sketches and specifications.
- Comply with codes, ordinances, and regulations related to maintenance and operations.

CLASSIFIED

- Prepare and maintain operational and financial records.
- Estimate and requisition supplies and equipment.
- Operate a computer and use assigned software and mobile devices
- Enter, revise, organize, and retrieve information and to formulate methods of collecting and presenting information; and to generate complex reports
- Analyze budget expenditures and provide recommendations for revision and future requirements.
- Prioritize work load effectively and meet deadlines
- Adjust priorities to meet emergent needs.
- Meet schedules and timelines.
- Keep current with maintenance and operations programs, new products, materials, supplies, rules and regulations.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE

Graduation from high school (or equivalent) supplemented by college level coursework that would demonstrate the knowledge and abilities required for this classification, and five years of progressively responsible maintenance trades experience including at least one year in a lead or supervisory capacity. Additional years of experience or education may be substituted to meet the minimum qualifications.

DISTINGUISHING CHARACTERISTICS

This single position classification is responsible for the day-to-day facility maintenance operations and supervision of the building trades staff. The scope and complexity of the job requires coordination of activities at multiple locations. The majority of activities supervised are of a recurring nature with occasional need to plan and coordinate special projects assigned to subordinates, other district staff or with outside contractors for specialized maintenance services. The position is subject to on-call response to emergencies relating to facilities-related incidents.

REQUIRED TESTING

Pre-employment testing and assessment is required to demonstrate the minimum qualifications for the position.

CERTIFICATES (added standard language)

Valid California Class C driver license and a record of driving history issued by the California DMV. The record of driving history must be issued by the DMV less than 30 days prior to applying for the position. The record must be submitted at time of application. Employees hired in this classification will be enrolled in the DMV Employee Pull Notice Program. The District will receive a driver record report at least once every 12 months or when any subsequent conviction, failure to appear, accident, driver's license suspension, revocation, or any other action is taken against the employee's driving privilege during employment.

CONTINUING EDUCATION/TRAINING

Participation in ongoing job-related training as assigned.

CLEARANCES

California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background (fingerprint) clearance; pre-employment physical examination including tuberculosis (TB) and drug screen clearances.

CLASSIFIED

WORKING ENVIRONMENT

The usual and customary methods of performing the job functions require the physical demands listed below. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Physical Demands Frequency Definitions Based on an 8-Hour Day:

Never = 0%

Seldom = 1-10% (<45 minutes)

Occasionally = 11-33% (up to 3 hours)

Frequently = 34-66% (up to 6 hours)

Continuously = 67-100% (more than 6 hours)

Seldom	Lifting at waist height or carrying up to 50 pounds up to 10 feet, squatting/crouching, climbing/balancing, kneeling, reaching above shoulder, stooping/bending, twisting back, pushing/pulling, power/firm grasping, hand and food controls, reaching at shoulder, above shoulder, below shoulder
Occasionally/Frequently	Walking, standing, lifting 11-25 lbs. at waist height, carrying 11-25 lbs. up to 25 feet, lifting up to 10 lbs. overhead or at shoulder height, carrying up to 10 lbs. up to 25 feet, handling/simple grasping, sitting, neck flexion/rotation, fingering/fine manipulation

AUDITORY OR VISUAL REQUIREMENTS

Auditory ability to respond to safety buzzers, communicate with coworkers and staff, operate vehicles safely. Vision ability to see near, distant, color, depth and peripherally.

ENVIRONMENTAL CONDITIONS

Ability to operate a motor vehicle requiring a California Class C driver's license to conduct work, work near hazardous equipment/machinery, walk on uneven ground, tolerate exposure to dust, gas, fumes, noise (required to wear ear protection), vibration, extremes in temperature and humidity, biohazard materials such as sewage; work at heights.

FLSA Status

Nonexempt

Salary Range

Supervisory, Range 9