

WISEBURN SCHOOL DISTRICT

ASSISTANT MAINTENANCE/OPERATIONS MANAGER

DEFINITION

Under direction of Maintenance/Operations Manager - Facilities Project Manager , to have immediate charge of the maintenance and repair of school buildings; to coordinate, supervise and evaluate work performed by district maintenance personnel, and to do related tasks as required.

EXAMPLES OF DUTIES

- Confers with the Maintenance and Operations Supervisor, and other administrators in planning maintenance programs. E
- Establishes and reviews facility and grounds maintenance program and determines which projects are to be performed by in-house personnel and which projects to be performed by contractors. E
- Examines schools buildings for needed repairs and maintenance. E
- Establishes a schedule of preventive maintenance. E
- Schedules priorities of work orders and assigns appropriate personnel to complete. E
- Estimates costs of repairs in terms of labor and materials and establishes work priorities. E
- Receives requests from sites, preventive maintenance schedules and emergency repairs and establishes priorities. E
- Analyzes requests and blueprints estimating time, costs, supplies, staffing and equipment. E
- Meets with site supervisors to discuss needs, work procedures, ompact on site operations, etc.. E
- Supervises maintenance workers in the care, safety, and performance of their work. E
- Assigns work to various crews. E
- Assists in evaluation of maintenance workers. E
- May lay out and/or inspect the work of maintenance personnel. E
- Maintains all maintenance equipment in good repair. E
- Recommends new equipment purchases. E
- Assists in purchasing necessary materials. E
- Advises and/or assists maintenance personnel when assignment problems develop. E
- Prepares reports on costs of work done, materials used and labor expended. E
- Interviews, selects, trains, counsels, motivates and evaluates employees. E
- Keeps monthly time cards for maintenance department. E
- Assists in planning vacations and vacation work schedules in maintenance department. E
- Recommends disciplinary action. E
- Works closely with School Board Facilities Committee. E
- In charge of Grounds Crew in the absence of Lead Groundskeeper. Responsible for security of the shop at the close of the day. E
- Performs other duties, as required.

Revised: July 1999

Board Approved: August 10, 1999

LICENSE REQUIRED

Shall possess a valid and appropriate California Driver's License.

DESIRABLE QUALIFICATIONS

Knowledge of:

Standard practices, methods, materials, and equipment used in the various crafts, including carpentry, plumbing, painting, electrical work, audio visual, business machines, building and construction practices.

Laws affecting the construction and repair of school buildings.

Safe work practices.

A second language.

Note - Task statements coded with the letter "E" are essential elements of positions in this class pursuant to the Americans with Disabilities Act, 1990

DESIRABLE QUALIFICATIONS

Ability to:

Estimate costs of repair and construction work.

Prepare and read blueprints and sketches.

Lay out, coordinate, supervise, and inspect the work of maintenance personnel.

Establish cooperative working relationships with workers, supervisors, and school staff.

Understand and speak Spanish.

Experience - Two years experience as a general maintenance worker with a primary assignment in one of the trades listed above, including some supervisory experience.

Education - Equivalent to graduation from high school, preferably supplemented by vocational training in one of more of the shop and construction trades.

REPORTS TO:

Maintenance/Operations Manager - Facilities Project Manager OR Superintendent as appropriate.

WORKING CONDITIONS

Environment:

Indoor and outdoor working environment subject to fumes, dust and odors.

Physical Abilities:

Vision (which may be corrected)

to read small print.

to read blueprints and sketches.

to operate district vehicles.

Hearing (which may be corrected)

to operate equipment in presence of students and to determine any irregularities in equipment sounds.

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Speech

and

Dexterity of hands and fingers

Standing for extended periods of time

Sitting for extended periods of time

Bending at the waist

Strength

Smell

to communicate with supervisor, school
maintenance personnel.

to operate and use power tools and equipment.

to maintain records.

to operate machinery

to examine school buildings.

to inspect work of maintenance personnel.

to schedule work of maintenance personnel.

to estimate costs and prepare related reports.

to pick up and lift equipment and materials.

to lift, push, pull and carry objects which may
weigh as much as 100 lbs. on an occasional basis.

to distinguish strong odors which may warn of
equipment malfunction or danger.