

LOS ALAMITOS UNIFIED SCHOOL DISTRICT
Office of the Personnel Commission

CLASS TITLE: MAINTENANCE SUPERVISOR

BASIC FUNCTION:

Under the direction of the Director of Facilities, Maintenance, Operations & Transportation, plan, organize, and manage the maintenance and operation of the District's buildings, grounds, facilities, and/or transportation staff.

REPRESENTATIVE DUTIES:

1. Supervise the maintenance of the physical school facilities and grounds in a condition of operational excellence, and supervise subordinate employees who maintain these facilities.
2. Coordinate duties of custodians with the site administrator during the school year; supervise and direct the work of maintenance and grounds personnel; responsible for custodial staff during non-school work days.
3. Review work order requests, determine work priorities, and assign personnel as appropriate.
4. Enforce District policies, work rules, and regulations. Ensure department procedures are being adhered to and that standards of safety and preventative maintenance are being met.
5. Recommend promotion, demotion, transfer, retention, discipline, and dismissal of personnel as necessary; train personnel and provide work direction and guidance.
6. Assist in developing annual budget for assigned areas of maintenance and operation of District buildings, grounds, and facilities.
7. Direct and prepare a program for inspection of facilities and grounds on a regular basis to determine maintenance needs and repairs.
8. Estimate work costs; assist in the preparation of plans and specifications for repairs, additions, and alterations to facilities, grounds, and equipment operations implications.
9. Respond to calls during work, and non-work hours, regarding vandalism, break-ins, fires, and other emergencies at District sites, as required.
10. Plan and schedule preventative maintenance programs for buildings and related systems and equipment maintenance.

11. Plan projects for non-school periods.
12. Attend and conduct a variety of meetings as assigned.
13. Prepare and maintain records, files, logs, and reports related to personnel, inventory, supplies, work requests, work performed, materials used, labor extended for projects and safety issues.
14. Maintain and review OSHA and AHERA records and files.
15. Order materials as needed and assist in purchasing materials and equipment.
16. Perform other related duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Basic computer applications: word processing, data base, spreadsheets, and internet.

Methods, materials and equipment used in maintenance, custodial, and grounds work.

Requirements for maintaining school buildings, grounds, and equipment in a safe, clean, and orderly condition.

Laws, regulations, and practices governing the construction and repair of school buildings.

Principles of effective personnel management and supervision, organizations structure, and behavior.

Health regulations and safe working methods and procedures.

District organization, operations, policies, and objectives.

Applicable sections of State Education Code.

Technical aspects of field of specialty.

Preventative maintenance procedures.

Department of State Architects standards.

ABILITY TO:

Direct and prepare records, reports, and other communications.

Plan, organize, schedule, supervise, direct, control, and evaluate the work of subordinate personnel and vendors.

Prioritize work tasks for subordinate employees.

Analyze situations accurately and adopt an effective course of action.

Estimate labor and material costs.

Establish, schedule, read, interpret, and work from drawings and blueprints.

Establish and maintain effective working relationships with site administrators, staff, and subordinate employees.

Meet schedules and time lines.

Plan and organize work.

Train and supervise personnel.

Communicate effectively both orally and in writing, including writing of routine reports and correspondence.

Work independently with little direction.

Read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

Observe legal and defensive driving practices.

Walk to conduct inspections, bend at the waist, sit or stand for extended periods of time, climb ladders, and drive a vehicle to conduct work.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: associate of arts degree in management or two years of college in the areas of construction, industrial arts or a related field, supplemented by a minimum of five years' experience in maintenance and operations work, including two years of supervisory experience in a business or education setting.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

Subject to travel from site to site to train staff, review and inspect completed work which would include walking, climbing, bending, and stooping. Indoor and outdoor environment; lift, carry, push, pull or move up to 100 lbs.; stand, walk, sit, kneel, squat, crawl, stoop, bend, climb; use repetitive twisting/pressure involving wrists/hands; work with arms above shoulder level; repetitive use of hand, arm, shoulder; talk and hear normal conversation; exposed to temperature changes; work in damp or wet areas; frequently have hands in water; close/distance vision and depth perception; may be exposed to airborne particles, strong odors, fumes, chemicals, toxic materials; work around moving vehicles; exposed to minor contagious diseases; have direct contact with students, district staff, site administrators, general public; work independently; work with tools, power tools and equipment with noise levels up to 96.5 dB; eye and ear protection may be required.

Salary Range: FMOT Manager/Supervisor – Range I

Adopted by Personnel Commission: June 8, 2011

Approved by Board of Education: August 23, 2011