



Supervisor of Maintenance and Operations

Initial Date: December 6, 2004
Board Approval : December 20, 2004
Personnel Commission: May 17, 2017
Revision Date: April 24, 2017
Range: Management

Reports to Director of Facilities

GENERAL DESCRIPTION:

Under the general supervision of the Director of Facilities, the Supervisor provides leadership and support for planning, coordinating, supervising and evaluating the maintenance, grounds, custodial, building and site improvement activities of the District. The Supervisor assists in the preparation of necessary reports that meet all District, State and legal requirements. To plan, organize, schedule and supervise the maintenance, grounds keeping and custodial functions of the District. This position is also responsible for performing the day-to-day maintenance and operations duties.

DISTINGUISHING CHARACTERISTICS:

This single incumbent position serves in a coordinating capacity working closely with the Director of Facilities in the long- and short-term organization and planning of standard, preventative and deferred maintenance, facilities, operations, and construction/modernization. This is accomplished primarily by working in a supervisory capacity with Maintenance Technicians, Groundskeepers and Custodian Forepersons and/or Lead custodians respectively and in a control capacity also by conducting continuous site visits and inspections.

REPRESENTATIVE DUTIES:

- Assists the Director of Facilities in the inspection of District buildings and confers with school principals regarding needed facility maintenance, repairs and modernization plans/activities ; prepares work specifications, layouts and instructions for custodial and grounds keeping staff.
- Inspects school and other District sites to ensure that established standards of custodial and groundskeeping care are maintained; reviews all sites for needed gardening, grounds maintenance, and custodial work and determines or recommends specific actions to be taken.
- Plans collaboratively with all sites and departments and performs necessary functions in the coordination and management of facilities and maintenance.
- Assists in arranging work schedules and prepares performance evaluations for the Maintenance and Grounds staff and assists school site principals with performance evaluations for custodial staff.
- Directly supervises the work of the maintenance and grounds keeping staff and assists site principals with the custodial staff. Keeps Director of Facilities continuously and comprehensively informed of all significant matters affecting functions in assigned areas of accountability.
- Inspects school and other District sites to ensure that established standards of maintenance, custodial and grounds keeping care are maintained; reviews all sites for needed maintenance, gardening, grounds maintenance, and custodial work and determines or recommends specific actions to be taken.

- Assists with the training of maintenance, grounds keeping and custodial staff in safe and effective methods and techniques specific to their functions and in the proper use of equipment, supplies and chemicals in accordance with safety and environmental regulations.
- Tests and evaluates various types of supplies and equipment to determine their usefulness for District; makes recommendations for their acquisition.
- Interviews candidates for position vacancies and makes recommendations for employment; evaluates probationary and regular staff at prescribed intervals; develops substitute pool.
- Establishes and maintains appropriate logs and records for department and District use; prepares related reports, as required.
- Administers the District's security and employee safety programs;
- Organizes and oversees storage/disposal of hazardous materials District-wide.
- Coordinates operations activities with other District services.
- Makes necessary plans for landscaping, planting and maintenance of District grounds.
- Inspects grounds and facilities for needed maintenance care to determine if proper custodial methods are being followed and standards maintained.
- Assigns custodians on a temporary basis to meet emergencies
- Performs other miscellaneous related supervisory and subordinate duties, as needed.

EMPLOYEE STANDARDS:

Knowledge, skills and abilities required:

- Knowledge of materials, equipment, working procedures and methods required in a school district building and grounds maintenance program, and in the repair and minor construction of school facilities
- Knowledge of landscaping, paint propagation, soils, insecticides and gardening tools
- Knowledge of principals of supervision, training and management
- Ability to see and read, with or without vision aids; ability to hear and understand speech at normal level; ability to communicate so others will clearly understand normal conversation.
- Knowledge of correct English usage, grammar, spelling, punctuation and vocabulary.
- Ability to lead collaborative planning and project implementation efforts.
- Knowledge of the legal framework governing school construction facilities maintenance and public contracting.
- Knowledge of construction management, contract development and contract administration.
- Skill and ability in budget management, personnel management, public relations and public records management.
- Knowledge and ability to control a large plant maintenance operation.
- Knowledge of appropriate safety precautions and of all applicable laws and codes.
- Ability to establish and maintain positive work relationships with those contacted in the performance of required duties, including effective communication and interpersonal skills.

WORKING CONDITIONS:

ENVIRONMENT:

- Indoors and outdoors; temperature-normal climate, occasional adverse weather conditions

PHYSICAL DEMANDS:

- Moderate to high stress level, moderate to strenuous physical effort for extended periods of time including lifting up to 60 pounds, standing, sitting and/or walking for extended periods, reaching overhead, above the shoulders and horizontally, bending at the waist, kneeling, crouching, pushing, pulling twisting, turning, climbing ladders, working from heights.
- Dexterity of hand and fingers to operate tools and equipment; seeing to perform duties, hearing, speaking, and reading to exchange information
- Working with and around equipment with moving parts

HAZARDS:

- Chemical exposure-herbicides, pesticides, gasoline, oil, solvents
- Occasional exposure to dust, fumes, gases, odors, blood borne pathogens and feces
- Exposure to noise and vibrations

JOB PARTICULARS:

- Tools/Equipment/Work Aids – gloves, safety goggles, mask, respirator.

CONTACTS:

- Daily contact with maintenance, operations and District staff.
- Occasional contact with students, faculty, community members and outside agency personnel.

EDUCATION AND EXPERIENCE:

Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. A typical way to obtain these would be:

- High School diploma or equivalent is required
- Associates degree or equivalent.
- Minimum of five years of skilled and increasingly responsible experience in building construction or maintenance work, preferably at least two years in a supervisory capacity.

OCCUPATIONAL CERTIFICATES/LICENSES:

- First Aid and CPR certification recommended, not required.
- Currently possess or obtain a certified pool operator certificate within six months of employment.
- Valid California driver's license.
- Contractors license preferred

EMPLOYMENT STANDARDS:

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.