



LOMPOC UNIFIED SCHOOL DISTRICT

SUPERVISOR-MAINTENANCE & OPERATIONS

JOB SUMMARY:

Under the direction of the Director-Maintenance & Operations, organize and direct the activities and operations of the Maintenance & Operations department; monitor and maintain inventory of supplies and equipment; train, supervise and evaluate the performance of assigned personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Organize and direct the activities and operations of the Maintenance & Operations department; conduct inspections of District facilities including school buildings and grounds; participate in the development and implementation of departmental policies and procedures.
- Train, supervise and evaluate the performance of assigned personnel; provide leadership and guidance to assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; ensure appropriate coverage for absent personnel and proper staffing levels for events and meetings.
- Schedule daily operations and maintenance work and address conflicting priorities; ensure efficient and effective functioning in various areas as assigned by the position.
- Coordinate and monitor the use of District facilities by various groups, faculty, personnel and outside organizations.
- Supervise and assist in the moving and arranging furniture, equipment and District assets; prepare buildings and rooms and set-up for meetings or special events.
- Prepare and maintain a variety of reports, records and files related to personnel and assigned activities.
- Monitor and maintain inventory of supplies and equipment; prepare and submit purchase orders for supplies and equipment; make recommendations for purchases; receive supplies and equipment and materials.
- Communicate with administrators, personnel and outside organizations to coordinate activities, resolve issues and conflicts and exchange information.

Confer with the Director regarding operations and maintenance issues related to school buildings, facilities and grounds for the purpose of supporting department operations.
- Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to conduct work and site visits.
- Attend and conduct a variety of meetings and trainings as assigned.

OTHER DUTIES:

- Perform related duties as assigned.

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REQUIRED QUALIFICATIONS:

Education and Experience:

Any combination equivalent to: graduation from high school and four years of increasingly responsible experience in the operations and maintenance of buildings and facilities in a large organization or school district, including two years in a supervisory capacity.

Licenses and other Requirements

- Valid California Class C driver's license.

Knowledge of:

- Organization and direction of operations and activities involved in maintenance & operations.
- Proper methods, techniques, materials, tools and equipment used in the maintenance & operations trades.
- Applicable building codes, ordinances, requirements, regulations and safety precautions.
- Inventory practices and procedures.
- Requirements of maintaining buildings in a safe condition.
- Policies and objectives of assigned programs and activities.
- Oral and written communication skills.
- Principles and practices of supervision and training.
- Applicable laws, codes, regulations, policies and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.

Ability to:

- Organize and direct operations and activities involved in the maintenance & operations.
- Coordinate personnel, communications and information to meet organizational needs and ensure smooth and efficient activities.
- Inspect projects for accuracy, completeness and compliance with established specifications.
- Monitor and ensure adequate levels of maintenance equipment and supplies.
- Communicate effectively both orally and in writing.
- Coordinate and monitor use of district facilities by various groups, personnel, faculty and outside organizations.
- Train, supervise and evaluate the performance of assigned personnel.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Prepare records and reports related to assigned activities.

WORKING CONDITIONS:

Work Environment:

- Driving a vehicle to conduct work.
- Indoor/Outdoor environment.

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- Evenings and variable work hours.
- Frequent interruptions and changing work priorities.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Hearing and speaking to exchange information.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to inspect projects and read a variety of materials.
- Sitting or standing for extended periods of time.
- Walking to inspect projects.
- Generally the job requires 20% sitting, 40% walking and 40% standing

Hazards:

- Working around and with machinery having moving parts.
- Exposure to chemicals and fumes.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

FLSA Status: Exempt

Board Approval Date: February 14, 2023

Personnel Commission First Reading: November 17, 2022

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Salary Range: Classified Management – Level III