

LYON COUNTY SCHOOL DISTRICT-HR Department

Facilities Project Supervisor

Job Group: Operations – Facility Services

Classification: Supervisor

Terms of Employment: Defined in Supervisor Employment Agreement

FLSA STATUS: EXEMPT

POSITION SUMMARY:

Under general supervision of the Director of Business Services or designee, coordinates, schedules, supervises, inspects, and completes the work of new construction and rehabilitation/modernization projects for Lyon County School District and assists in development of the Capital Master Plan.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Supervises district general maintenance personnel including scheduling, reviewing, correcting, and evaluating work projects.
2. Trains new employees and responds to questions and concerns of assigned employees on all tasks to which they are assigned or are a part of a provided job description.
3. Completes evaluations of assigned staff.
4. Provides coordination and communication, in conjunction with the Facilities Operations Supervisor and Facilities Mechanical Supervisor, for facility-related projects that are planned and executed on assigned sites; ensures that facility projects are properly integrated, planned and sequenced to minimize disruptions and avoid duplication and inefficiencies.
5. Surveys and inspects sites and projects to determine materials, labor needs, and cost estimates.
6. Prepares diagrams and sketches of work to be done.
7. Plans, schedules, supervises, and inspects the work of project assigned skilled workers, (i.e., electricians, plumbers, carpenters, HVACR technicians, roofers, painters, welders, etc.), skilled trades assistants, and/or contracted service employees.
8. Performs skilled work related to completing assigned projects.
9. Inspects work in progress and gives final approval upon completion or disapproval and direction for corrective action.
10. Approves or disapproves payments for contracted services.
11. Coordinates work schedules with school administrators, school activities, other district personnel, and outside agencies.
12. Coordinates project permitting, licensing, and inspections, including all health and safety, with appropriate outside governmental agencies.
13. Researches equipment and/or material and assists with the development of specifications.
14. Records and maintains a daily log of project activities, costs, and other critical project information.
15. Confers with architects, facility planners, and other district staff, regarding construction projects.
16. Communicates with vendors/contractors regarding the order and purchase of equipment and materials.
17. Assists in the development and implementation, (identify, prioritize, and budget), of the Capital Master Plan.
18. Monitors district shop inventory (related to projects) and initiates requests for equipment, supplies, and materials.
19. Plans new or modifies existing installations to minimize waste of materials, provide access for future maintenance or to avoid hazards.
20. Responsible for the safe handling and disposal of project related hazardous materials and contacting appropriate agencies for authorization for underground dig projects.

21. May provide first aid and/or CPR/AED, when necessary.
22. Conforms to safety standards as prescribed.
23. Performs other tasks related to the position as assigned.

DISTINGUISHING CHARACTERISTICS:

Involves planning, supervising, scheduling, and inspecting the work of journeymen skilled trades/crafts, skilled trades assistants, and contracted services' employees. Based on identified business purposes, night and weekends work schedules or on-call status may be required.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of building trades (i.e., electrical, HVACR, carpentry, roofing, painting, glazing, grounds, etc.), practices and procedures.
2. Knowledge of building construction and materials and site-work.
3. Knowledge of safe rigging practices and procedures.
4. Knowledge of basic first aid, CPR/AED and universal precautions.
5. Ability to recognize, understand, interpret, and apply local, state, federal, and national codes and regulations including, but not limited to: Uniform Building Code (UBC), International Building Code (IBC), Uniform Mechanical Code (UMC), Universal Product Code (UPC), National Fire Protection Association (NFPA), National Electrical Code (NEC), Americans with Disability Act (ADA), etc.
6. Ability to coordinate and schedule multiple trades and/or craft project activities.
7. Ability to develop and apply operating, safety and work procedures.
8. Ability to read, interpret, and communicate written and/or oral instructions.
9. Ability to troubleshoot systems.
10. Ability to distinguish color-coded wires.
11. Ability to research and provide cost estimate information.
12. Ability to read and interpret blueprints, schematics, and construction documents.
13. Ability to plan and organize work.
14. Ability to supervise and evaluate employees.
15. Ability to meet predetermined deadlines.
16. Ability to work flexible hours or shifts.
17. Ability to work in confined areas.
18. Ability to withstand heights and perform work safely.
19. Ability to work cooperatively with employees, contractors/vendors, other agencies, and the public.
20. Ability to recognize and report hazards and apply safe work methods.
21. Ability to learn and use computers and software related to the position.

POSITION REQUIREMENTS:

Education, Training, and Experience:

1. High school graduation or other equivalent, (i.e., GED, college, technical or trade school transcript, foreign equivalency, etc.).
2. Experience in multiple skilled building trades or crafts (i.e., electrician, plumber, HVACR technician, carpenter, roofer, painter, electronics technician, etc.), plus an additional eight (8) years experience in the same trades or crafts, or,
3. Five (5) years experience in facility/construction project planning, scheduling, layout/design and cost estimation of man-hours and materials for trade(s)/craft(s) (i.e., plumber, electrical, carpentry, glazing, telecommunications, etc.).

Licenses and Certificates:

1. A valid driver's license that allows the applicant / employee to legally operate a motor vehicle in Nevada.

- License must be maintained for the duration of the assignment.
2. Copy of driving history issued by the Department of Motor Vehicles at time of application placement and at time of interview prior to final selection.
 3. Current First Aid certificate from the American Heart Association, American Red Cross, or other similar organization. Certification training must be in person and include a hands-on component. Online courses will not be accepted. If certificate is not in possession at time of application, it must be obtained within five (5) months of hire into position. Certification must be maintained for the duration of the assignment.
 4. Forklift certification from the Lyon County School District. If certificate is not in possession at time of application, it must be obtained within five (5) months of hire into position. Certification must be maintained for the duration of the assignment.

Preferred Qualifications/Certificates:

1. Two (2) years of supervisory experience.
2. Multi-trade/craft experience.
3. Apprenticeship and/or journeyman certificate/card, if applicable.
4. Possess physical and mental stamina commensurate with the responsibilities of the position.
5. Possess personal characteristics, including but not limited to poise, perspective, integrity, flexibility, and personal appearance necessary for success in the Lyon County School District.

Candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

EXAMPLES OF ASSIGNED WORK AREAS:

Lyon County School District facilities – administrative offices and schools (classrooms, computer labs, locker rooms, Cafeteria, playgrounds, etc.), building rooftops, chase ways, exterior grounds, etc.

PHYSICAL AND MENTAL REQUIREMENTS:

Strength: Medium/Heavy - Exert force 50-100 lbs. occasionally, 25-50 lbs. frequently, or 10-20 lbs. constantly. May involve significant stand/walk/push/pull/carry.

Physical Demands: Frequent climbing, crawling, stooping, kneeling, crouching, reaching, handling, repetitive fine motor activities, talking and hearing. Mobility to work in a typical, office setting and use standard office equipment. Frequent near and far acuity, depth perception, focal length change and color vision. Vision to read printed materials, VDT screens or other monitoring devices. Hearing and speech to communicate in person or over the telephone.

Environmental Conditions: Varies from a climate controlled office setting to work outdoors with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud and occasional to frequent time periods and constant electrical shock hazards.

Hazards: Furniture, playground/office equipment, communicable diseases, chemicals (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

PHYSICAL CAPACITY REQUIREMENTS FOR POSITION

(Mark with an X, leave blank where not applicable)

ESSENTIAL FUNCTION	LESS THAN 25% OF TIME	25% TO 49% OF TIME	50% TO 74% OF TIME	75% TO 100% OF TIME
Sitting	X			
Standing	X			
Walking	X			
Bending/Stooping/ Squatting/Twisting	X			
Crawling	X			
Kneeling	X			
Reaching above of body	X			
Reaching away from body	X			
Climbing Stairs				
Climbing while working (ladder, stools, roofs, poles)	X			
Balancing	X			
Lifting &/Or Carrying objects:				
Up to 50 Pounds or 1/3 Bodyweight	X			
Pushing	X			
Pulling	X			
Grasping/ Gripping	X			
Handling	X			
Applying Torque (arms)	X			
Fine Manipulation	X			
Repetitive Work	X			
Weight Bearings	X			
Typing, Keyboarding, or Entering Data	X			
Computer Monitor/ CRT	X			
Driving a Vehicle	X			
Working Alone	X			
Operating Machinery or Equipment:				
Heavy Equipment	X			
Vibrating Equipment	X			
Power Tools	X			
Machine/Electrical Hazards	X			
Ladders ≥ 6 Feet	X			
Personal Protective Equipment	X			
Respirator Use				
Work Conditions:				
High Noises	X			
Heights	X			
Confined Spaces	X			
Heat Stress	X			
Cold Stress	X			
UV Exposure	X			
Hazardous Chemical/Waste	X			
>8 Hrs Day				
Overtime/Irregular Hrs	X			
Senses:				
Eyes	X			
Visually Demanding Work	X			
Near Vision	X			
Far Vision	X			
Depth Perception	X			
Basic Color Discrimination	X			
Hearing Protection	X			
Speech Discrimination				
Audio Alarms	X			

Ability to Smell	X			
------------------	---	--	--	--

Equal Opportunity Employer

The Lyon County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, disability, or any other protected class and shall extend to working conditions, training, promotion, and terms and conditions of employment.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Human Resources. Notification may be made in person, in writing, or by calling: (775) 463-6800.

I have read and understand the requirements of my job.

Employee Name: _____

Employee Signature: _____ Date: _____

Administrator/Management Signature: _____ Date: _____