

LYON COUNTY SCHOOL DISTRICT

District Operations and Maintenance 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, plans, coordinates, schedules, supervises, inspects, and completes maintenance, new construction and rehabilitation/modernization projects for Lyon County School District and assists in development of the Capital Master Plan. Manages Site Maintenance and Custodial personnel with the primary responsibility being the safety of physical school buildings, grounds and related systems, keeping them maintained in operating condition so that the full educational use may be made of them at all times.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

1. Supervises and assists site maintenance personnel on ongoing maintenance issues, concerns and repairs throughout the District
2. Directs site maintenance and custodial crew regarding the routine tasks of maintaining the school facility in a condition of operating excellence, cleanliness and safety.
3. Supervises assigned staff; determines work performance standards; conducts performance evaluations; provides direction to staff; conducts employment interviews; handles disciplinary problems; and ensures that the work performed by maintenance personnel is executed in a safe, cost efficient, quality and professional manner.
4. Oversee the inspection of mechanical equipment to ensure it is operating properly. Ensure maintenance technicians check water and oil flows, pressures, temperatures, and quantities and that they take action to maintain them within safe operating limits. Requires adjustments to as necessary to maintain proper temperatures and flows. Ensures that employees check control and safety valves for proper operations. Oversees inspecting fire boxes for damage. Flush and drain boilers and tanks, adding chemical water treatment compounds as needed.
5. Provides coordination and communication, in conjunction with the Facilities projects facilitator 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.
6. Works with project facilitator to coordinate and communicate scheduled work with site administrators and department heads to minimize disruption of school or department functions and to ensure student and employee safety; assists maintenance employees in the coordination of work of outside contractors and vendors to meet work schedules and quality standards; coordinates work with other departments involved in specific projects.
7. Ensures all NRS procurement laws and regulations are followed. Responsible for ensuring District and department policies and procedures are complied with for the requisition and procurement of supplies, equipment and labor; reviews all maintenance related purchase requests for reasonableness and assigns budget codes; maintains accurate records for annual and blanket purchase order accounts; maintains accurate inventory of maintenance supplies and tools; evaluates new building maintenance products and equipment; assists in the development of annual bids and evaluates the performance of contractors/vendors with regards to contract compliance.
8. Responds to emergency situations where the life, safety or health of building/grounds, occupants is at risk or where imminent building or grounds damage may occur.

9. Develops and performs ongoing review and evaluation of the District's maintenance policies, work practices, quality standards and resource needs. Prepares justification reports for maintenance department resource allocation changes and submits them to the Director of Business Services.
10. Coordinates the development and implementation of improved maintenance work practices and procedures. Assists in the development of new maintenance department computer programs; reviews and evaluates existing computer programs.
11. Assists in the development of the annual maintenance budgets.
12. Coordinates and oversees the project facilitator in the review and evaluation of building plans and specifications for new construction; makes recommendations to the director of business services for improvements in equipment selection and construction techniques specified for new buildings. Coordinates the review and evaluation of equipment bid specifications and recommends improvements in the quality of equipment bid specifications and recommends improvements in the quality of equipment. Evaluates the introduction of new equipment into the District and develops and implements maintenance responsibilities.
13. Performs routine site inspections with Site Maintenance personnel and assists in preventative maintenance according to an established schedule.
14. Ensures OSHA compliance and general worksite safety, avoiding common hazards, understanding workers' rights, employer responsibilities.
15. Surveys and inspects sites and projects to determine materials, labor needs, and cost estimates.
16. Performs skilled work related to completing assigned projects.
17. Inspects work in progress and gives final approval upon completion or disapproval and direction for corrective action.
18. Approves or disapproves payments for contracted services.
19. Coordinates work schedules with school administrators, school activities, other district personnel, and outside agencies.
20. Coordinates project permitting, licensing, and inspections, including all health and safety, with appropriate outside governmental agencies.
21. Serves as an on-call person for maintenance issues during non-school hours.
22. Serves on the District Facilities Committee.
23. Monitors district shop inventory (related to projects) and initiates requests for equipment, supplies, and materials.
24. Assists with all required county, state and federal inspections of facilities and equipment.
25. Ability to appropriately handle stress and interact with others, including supervisors, coworkers, students, and the community.
26. Regular and consistent punctuality and attendance are essential functions of the job
27. Performs other tasks related to the position as assigned by the Director of Business Services.

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. Mechanical maintenance and repair techniques in all aspects for a school physical plant
2. Basic to advanced understanding and skills in plumbing, electrical, HVAC, swamp coolers and boilers
3. Basic computer/technological skills
4. Use good judgment in applying established guidelines to solve work problems
5. Work independently and without close supervision but as directed by Director of Business Services
6. Supervise district wide maintenance and custodial staff.
7. Work and communicate effectively with all people contacted in the work environment
8. Understand and carry out moderately complex written and oral instructions

9. Knowledge of building trades (i.e., electrical, HVACR, carpentry, roofing, painting, glazing, grounds, etc.), practices and procedures.
10. Knowledge of building construction and materials and site-work.
11. Knowledge of safe rigging practices and procedures.
12. Knowledge of basic first aid, CPR/AED and universal precautions.
13. 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), 14. Uniform Mechanical Code (UMC), Universal Product Code (UPC), National Fire Protection Association (NFPA), National Electrical Code (NEC), Americans with Disability Act (ADA), etc.

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.) and
2. Two (2) years of work experience in a medium sized building maintenance service operation or in general commercial building construction management supervising journey level construction personnel and/or subcontractors, accounting for employee productivity and project costs and procurement of materials and equipment.
3. OSHA 30 training required

Preferred Qualifications:

1. Four (4) years of supervisory experience.
2. Specialized knowledge of three-phase and single-phase power, boilers, hot water circulating pumps, chiller towers, HVAC systems, swamp coolers, and water source heat pumps desired but not required.
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.
6. Commercial electrical experience.

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 the 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 the 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.

EXAMPLES OF ASSIGNED WORK AREAS:

Lyon County School District schools and grounds, (classrooms, restrooms, locker rooms, corridors, school theaters, cafeterias, exterior grounds, etc.), offices, construction sites, etc.

WORK ENVIRONMENT:

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

Physical Demands: Occasional climbing, balancing, crouching, and crawling. Frequent stooping, reaching, kneeling, handling, repetitive fine motor activities, talking, and hearing. Vision: occasional near and far acuity, depth perception, and color vision.

Environmental Conditions: Climate controlled office setting and exposure to weather 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.

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).

EXAMPLES OF EQUIPMENT/SUPPLIES USED TO PERFORM TASKS:

Portable man-lift, truck-mounted carpet extractor, various cleaning equipment, (i.e. vacuum, backpack vacuum, buffer, etc.).

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				
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		X		
Climbing while working (ladder, stools, roofs, poles)		X		
Balancing				
Lifting &/Or Carrying objects:		X		
Up to 50 Pounds or 1/3 Bodyweight		X		
Pushing		X		
Pulling		X		
Grasping/ Gripping		X		
Handling				
Applying Torque (arms)		X		
Fine Manipulation				
Repetitive Work			X	
Weight Bearings		X		
Typing, Keyboarding, or Entering Data				
Computer Monitor/ CRT		X		
Driving a Vehicle				
Working Alone			X	
Operating Machinery or Equipment:			X	
Heavy Equipment	X			
Vibrating Equipment				
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				

Cold Stress				
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				
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: _____