TRAVIS UNIFIED SCHOOL DISTRICT

Reaching beyond the boundaries to build a community of learners.

TITLE: Supervisor of Operations, Grounds and Maintenance **CLASSIFICATION: Management**
DEPARTMENT: Maintenance and Operations

ESSENTIAL DUTIES AND RESPONSIBILITIES

With direction from the Chief Business Officer, coordinate and manage the activities and work of personnel in the District's Maintenance and Operations Department including custodian, grounds and maintenance crews. Plans, organizes, coordinates, evaluates and directs the maintenance and operation of the District's custodial services, maintenance repair, preventative maintenance; inspects, monitors and supervises the work and performance of the District's custodial personnel, grounds and maintenance crews both during the day and at night. Manages and directs the safety and security needs of the district.
The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Plans, organizes, controls, integrates and evaluates the work of the Maintenance and Operations Department; develops, implements and monitors work plans to achieve department/site mission, goals and performance measures; manages and directs the development, implementation and evaluation of work programs, plans, processes, systems and procedures to achieve District goals, objectives and performance measures consistent with the District's quality and service expectations.

2. Plans, organizes, directs and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development.

3. Provides leadership and works with staff to develop and retain highly competent, service-oriented staff through selection, compensation, training and day-to-day management practices that support the District's objectives and service expectations; provides leadership and participates in programs and activities that promote a positive employee relations environment.

4. Participates in the preparation of operating budget recommendations; authorizes the purchase of materials and monitors work activities and expenditures to control costs.

5. Schedules, coordinates and supervises the work of personnel engaged in the cleaning, maintenance and repair of buildings, structures and facilities.
6. Maintains and evaluates all governmentally required records, files and reports and is district ADA Coordinator, AHERA compliance coordinator, IPM Coordinator, and similar government and risk management coordinator.
7. Responds to after-hours and weekend emergency security calls in absence of site personnel. Maintain security access records to all sites and oversees camera operations.

8. Inspects construction operations and repair plans, estimates costs in terms of labor, material, overhead and time frame; reviews work orders received, prioritizes and schedules projects for completion and prepares reports and billings on completed maintenance projects.

9. Is directly responsible for personnel and duties of custodians and grounds personnel, including the cleaning of school and office sites; assures the timely inspection of the cleaning and care of rooms, restrooms, halls, buildings, fixtures and equipment.
10. Provides technical expertise, information and assistance to the Chief Business Officer regarding assigned functions, including advising of unusual trends or problems, and recommends appropriate corrective actions.

11. Assists in the planning, development and presentation of orientation and in-service training programs for grounds maintenance, custodial and environmental personnel.

OTHER DUTIES
1. Operates vehicles to travel to various District sites and ensures proper maintenance of District vehicles.

3. Confers with managers regarding policy, procedures and methods of work, schedules, supply and equipment requirements and operational problems; determines future requirements for personnel, materials and equipment.

4. Confers with school site administrators regarding potential/documented problems in areas of responsibility.
5. May open and close facilities as required. May assist personnel in maintenance and minor repair activity.

QUALIFICATIONS
Knowledge of:

1. Administrative principles and methods including goal setting, program development and implementation and employee supervision, union contracts, district policies and procedures.

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

3. Requirements for maintaining buildings and grounds in a clean, attractive, safe and orderly condition.

4. Federal, state and local laws, regulations and codes applicable to assigned areas of responsibility.

5. Safety regulations, safe work practices and safety equipment related to the work including federal and state safety regulations related to hazardous materials.

6. Computer software applications related to the work.

7. Principles and practices of effective management and supervision.

8. District classified human resources policies and procedures and labor contract provisions.

Ability to:
1. Plan, assign, organize, supervise, inspect, train and evaluate the work, functions and activities of a comprehensive custodial, environmental and grounds maintenance program and their personnel

2. Select, motivate and evaluate staff and provide for their training and development.

3. Analyze complex operational and administrative problems, evaluate alternatives and recommend or implement effective courses of action.

4. Develop and implement goals, objectives, policies, procedures, work standards and management controls.

5. Prepare clear and concise records, reports, correspondence and other written materials.

6. Exercise sound independent judgment within general policy guidelines.

7. Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues.

8. Establish and maintain effective working relationships with all levels of District management, staff, representatives of other public agencies, consultants, contractors, the public and others encountered in the course of the work.

Education, Training and Experience:
Graduation from a two-year college with a degree in a related field is desirable; or three years of progressively responsible experience in a related field as a manager or supervisor.

Licenses; Certificates; Special Requirements:
A valid California Class C driver's license, a good driving record and the ability to maintain insurability under the District's vehicle insurance policy. Upon hiring, as a condition of employment, an employee may be required to attain certificates relating to the job prior to completion of their probationary period. Cost of the certificates and renewals, unless otherwise authorized, will be borne by the employee.

PHYSICAL AND MENTAL DEMANDS

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

Physical Demands

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person, in meetings and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. The employee is frequently required to walk and stand. An employee occasionally stoops, kneels, bends, crouches, crawls, climbs, balances and lifts up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, color vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines and interact with all levels of District management, staff, representatives of other public agencies, consultants, contractors, the public and others encountered in the course of the work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions, and the noise level is usually quiet. This employee occasionally works in outside weather conditions, near moving parts, and is exposed to wet and/or humid conditions. The employee may occasionally be exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is occasionally loud.

WORK SCHEDULE

This position will require some mid-day, evening shifts, and/or weekend shifts.