

Position: Supervisor of Maintenance & Grounds	FLSA: Exempt
Department: Maintenance, Operations & Transportation	Salary Grade: Classified Management - Range F
Reports to: Chief Business Official or Designee	

OVERALL OBJECTIVE AND SUMMARY

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Under the direction of the chief business official or designee, supervise and coordinate maintenance & grounds programs and activities, including grounds maintenance and building maintenance; coordinate assigned activities with each school site and the District Office; maintain and inspect various District sites to assure safe, orderly and clean grounds for students, staff and the public. Exercises direct supervision over maintenance and grounds and assigned department staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential responsibilities and duties may include, but are not limited to, the following:

- Plan, organize, control and direct District maintenance and grounds keeping operations, activities and related services; develop and implement programs for preventive maintenance.
- Provide technical expertise, information and assistance regarding grounds keeping, maintenance and custodial activities; assist in the formulation and development of policies, procedures and programs to assure an economical, safe and efficient work environment; advise of unusual trends or problems and recommend appropriate corrective action.
- Plan, organize and implement long-term and short-term goals, programs and activities designed to improve grounds keeping, maintenance and ground programs and services.
- Monitor and evaluate the efficiency and effectiveness of the Maintenance and Grounds Department's performance. Develop a system to ensure quality control and that all work orders are followed through to completion.
- Maintain an appropriate system of records for the District's maintenance and grounds programs, including cost analyses and controls.
- Plan, direct, coordinate, and review the work plan for maintenance and grounds; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
- Appropriately train staff, including in-service training and safety programs, and supervise the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; review recommendations for employee transfer and promotion.

- Administer the expenditure of capital maintenance and grounds funds as assigned. Develop and prepare applicable budgets; analyze and review budgetary and financial data; monitor and authorize expenditures in accordance with established guidelines; utilize computer spreadsheet software programs.
- Provide coordination and communication for maintenance and grounds projects at each school site, the District office, and outside agencies; negotiate and resolve sensitive and controversial issues.
- Coordinate and review the work of contractors; ensure compliance with specifications and bid requests; recommend adjustments as necessary.
- Conduct a variety of organizational studies, investigations, and operational studies based in part on new developments and regulations in building and grounds maintenance; recommend modifications to maintenance and grounds programs, policies, and procedures as appropriate.
- Assist in the development and administration of the District Hazardous Materials and Toxic Waste Programs, the District Asbestos Management Program, the District Injury and Illness Prevention Program, the District Stormwater Program and other safety programs.
- Communicate effectively with the public through various media both orally and in writing; serve as District spokesperson for maintenance and ground matters.
- Assist in the development and planning of new facilities and remodeling/renovation of existing facilities.
- Work in conjunction with site administrators to develop an annual maintenance plan for each site.
- Develop and put into place a deferred maintenance program to include: blacktop resurfacing, carpet replacement, safety strips for icy weather, etc., and share that schedule with site administrators to ensure long term care for district property. Manage and maintain deferred maintenance program.
- Operate a computer and assigned software programs including, but not limited to, word processing, spreadsheets, databases, and energy management system software; operate other office equipment as assigned; operate a vehicle to conduct work.
- Perform other duties as assigned that support the overall objective and mission of the position and department.

QUALIFICATIONS

Knowledge of:

- Operational characteristics, services and activities of a maintenance and grounds program.
- Tools, material and equipment used in building and grounds maintenance, and custodial services.
- Construction trades, including carpentry, plumbing, painting, electrical, and heating and air conditioning.

- Management skills to analyze problems, policies and operational needs.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- Pertinent Federal, State, and local laws, codes and regulations.
- Hazardous material and asbestos.
- Standard safety precautions.

Ability to:

- Use and operate tools, material and equipment used in grounds and building maintenance.
- Manage, direct and coordinate the work of lower level staff.
- Select, supervise, train and evaluate staff.
- Oversee and direct the operations, services and activities of maintenance and grounds.
- Develop and administer division goals, objectives and procedures.
- Prepare clear and concise administrative and financial reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Interpret and apply Federal, State and local policies, laws and regulations.
- Operate a computer and assigned office equipment; use a variety of computer software programs including, but not limited to, word processing, spreadsheets, databases, and energy management system software.
- Drive a vehicle to conduct work.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Pass a qualifying employee entrance evaluation.
- Maintain mental capacity, which allows the capability of making sound decisions.

ENVIRONMENTAL CONDITIONS

Indoor and outdoor, office and shop environment; travel from site to site; exposure to noise, dust, grease, fumes, high voltage; work or inspect in confined spaces.

PHYSICAL ABILITIES

This position requires:

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information.
- Sitting, standing, or walking for extended periods of time.
- Seeing to read a variety of materials and inspect work in progress.
- Climbing ladders and scaffolding.
- Lifting, carrying, pushing or pulling heavy objects.
- Reaching overhead, above the shoulder and horizontally.
- Bending at the waist kneeling or crouching.

EDUCATION AND EXPERIENCE

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible building or grounds maintenance experience, including two years of supervisory or administrative responsibility.

Training:

Any combination equivalent to completion of the twelfth grade supplemented by two years of higher level education, including specialized training in planning, organization, and supervision or a specific skill area applicable to this class is desired.

LICENSES AND CERTIFICATES

- Valid California Driver's License