

COLTON JOINT UNIFIED SCHOOL DISTRICT

CLASS TITLE: MAINTENANCE SUPERVISOR

BASIC FUNCTION:

Under the direction of an assigned supervisor, organize and direct the maintenance, repair, renovation and special projects of an assigned maintenance crew; prioritize, schedule, assign and inspect daily work projects; participate in maintenance projects; train, supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, coordinate and supervise the maintenance, repair, renovation and special projects of an assigned maintenance crew; drive a vehicle to visit work sites to review and inspect work in progress and completed projects to assure compliance with related federal, State and District rules, regulations and work orders.

Receive and review incoming job orders; inspect, plan, organize, prioritize and assign daily work and special projects; distribute work orders and dispatch crews to work sites as appropriate.

Research, evaluate and confer with vendors regarding department supplies, materials and equipment; order supplies and materials according to established procedures; review and approve purchases according to established District procedures; prepare billing orders and related reports.

Estimate cost of materials and labor; prepare and submit requisitions for materials and supplies; monitor and review invoices and blanket purchase orders with vendors; assure appropriate stock levels are maintained.

Communicate with District maintenance crews, personnel and departments to provide technical information, coordinate activities and resolve issues, concerns or questions regarding work orders and scheduling of projects work; confer with District personnel regarding maintenance needs.

Participate in maintenance projects; perform journey-level work in carpentry, HVAC, electrical, locksmithing, painting or other trade; utilize a variety of equipment, hand and power tools; respond to emergency after duty calls.

Inspect buildings for asbestos and other hazardous materials; conduct surveillance and inspections in accordance with established safety procedures; notify appropriate personnel of issues or concerns.

Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Prepare and maintain a variety of reports, records and files related to personnel and assigned activities.

Communicate with administrators, personnel and outside organizations to coordinate activities, resolve issues and conflicts and exchange information.

Operate a computer and assigned software programs; operate other office equipment as assigned.

Attend a variety of meetings as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Requirements of maintaining buildings and facilities in good repair.

Applicable building codes, ordinances, fire and handicap requirements, regulations and safety precautions.

Technical aspects of general maintenance work.

Proper methods, materials, tools, terminology and equipment used in maintenance work.

Principles and practices of supervision and training.

Qualities of various materials and adaptability and uses in specific projects.

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:

Plan, organize, coordinate and supervise the maintenance activities in the maintenance, repair, renovation and special projects assigned to a maintenance crew.

Plan, organize, prioritize and assign daily work and deferred maintenance projects.

Estimate cost of materials and labor.

Work from blueprints, shop drawings and sketches.

Inspect facilities for maintenance and repair needs and fire, safety and health hazards.

Observe legal and defensive driving practices.

Train and evaluate the performance of assigned staff.

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.

EDUCATION AND EXPERIENCE:

Education: Graduation from high school or equivalent supplemented by college or trade school coursework in one or more of the building maintenance trades. College-level course work in general education, business administration, or facilities maintenance is desired.

Experience: Five years of journey-level experience in three or more of the building maintenance trades including one year in a senior or lead position.

Any combination of training and/or experience that would likely provide the required knowledge and abilities may be considered.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

Some incumbents in this classification may be required to possess a valid Recovery and Retrieval Certificate issued by the Environmental Protection Agency.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.

Driving a vehicle to conduct work.

Constant interruptions.

Seasonal heat and cold or adverse weather conditions.

Variable hours and emergency callout.

PHYSICAL ABILITIES:

Climbing ladders and working from heights.

Sitting or standing for extended periods of time.

Walking over rough or uneven surfaces to conduct inspections.

Bending at the waist, seeing to read work orders.

HAZARDS:

Working on ladders or scaffolding.

Fumes from paints and solvents.

Working around and with machinery having moving parts.

Moderate exposure to hazardous chemicals.