

COLTON JOINT UNIFIED SCHOOL DISTRICT

CLASS TITLE: MAINTENANCE AND OPERATIONS SUPERVISOR I

BASIC FUNCTION:

Under the direction of an assigned supervisor, plan, organize, supervise, and evaluate the maintenance, repair, grounds keeping and custodial services of District facilities; supervise construction and maintenance projects; supervise and evaluate Maintenance and Operations personnel during evening hours; performs related duties as required.

DISTINGUISHING CHARACTERISTICS:

The Maintenance & Operations Supervisor I classification reports directly to the Maintenance & Operations Supervisor II classification, and oversees the evening/night activities, performs daily site inspections and oversees all maintenance & operations evening/night staff.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, coordinate and supervise the maintenance, repair, renovation and projects of District buildings, grounds and facilities including custodial services during the evening hours; drive a district vehicle as needed, to visit worksites 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 work orders; inspect, plan, organize, prioritize and assign daily work and projects; distribute work orders; respond to emergency weekend and after-duty calls.

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

Estimate the 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 and Operations personnel and departments to provide technical information, coordinate activities and resolve issues, concerns or questions regarding work orders and scheduling of projects work during evening hours; confer with District personnel regarding Maintenance and Operation needs.

Supervise Maintenance and Operations projects; conduct surveillance and inspections in accordance with established safety procedures; notify appropriate personnel of issues or concerns during evening hours.

Manage, operate and maintain district-wide work order systems and various control systems.

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

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 school buildings in a safe, clean and orderly condition;

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

Technical aspects of general maintenance work.

Proper methods, materials, tools, terminology and equipment used in maintenance, grounds or custodial 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.

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 timelines.

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. Supplemental college-level training in supervision and other related fields in custodial, grounds, and/or maintenance trades is desirable. An associate's degree or higher is desired.

Experience: Three years of recent responsible experience in the maintenance or custodial field, including at least one year at a lead level or higher in a comprehensive organization. Public school district experience is desirable.

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.

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:

Dexterity of hands and fingers to operate a variety of tools and equipment. Hearing and speaking to exchange information.

Seeing to perform maintenance duties.

Lifting, carrying, pushing or pulling heavy objects as assigned by the position.

Walking over rough or uneven surfaces.

Reaching overhead, above the shoulders and horizontally. Bending at the waist, stooping, kneeling or crouching.

Climbing ladders and working from heights. Sitting or standing for extended periods of time.

HAZARDS:

Working on ladders or scaffolding. Fumes from paints and solvents.

Working around and with machinery having moving parts.

Moderate exposure to hazardous chemicals.