



MAINTENANCE SUPERVISOR

Revision: 12/18/24

BRIEF DESCRIPTION OF POSITION

Under the direction of the Director of Facilities, Maintenance, and Operations, coordinates and supervises the grounds, maintenance, skilled maintenance new construction and renovation/modernization projects and personnel districtwide. Plans, prioritizes and reviews preventive maintenance, rehabilitation and new construction projects and other related services. Coordinates Facilities Department staff and vendors.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- a. Plans, prioritizes, assigns and reviews the work of Facilities Department staff and vendors assigned to grounds, maintenance, new construction and renovation/modernization projects and other related services districtwide.
- b. Assists in the implementation of Facilities Use Agreements, including coordinating related grounds and maintenance services; be knowledgeable of policies and procedures governing Facilities use.
- c. Schedules and supervises the use of district facilities and special programs.
- d. Travels to school sites to consult with administrators and department staff regarding problems, supplies projected needs, and works with them to coordinate special events at all schools and the district office; evaluates and recommends new projects; interviews vendors regarding new maintenance and grounds products to be utilized by the District.
- e. Inspects buildings and related facilities; reports unsanitary and unsafe conditions; inspects the work of Facilities Department staff and vendors while in progress; provides advice and assistance to staff. Responds to any health department or fire department reports requiring corrections.
- f. Participates in hazardous materials training and disaster preparedness; inspects facilities for damage; coordinates opening and closing of facilities; responds to evening emergencies.
- g. Coordinates grounds, maintenance and construction activities with other branches and departments; provides preventative maintenance suggestions to address facilities concerns in a proactive manner.
- h. Ensures safety training and procedures are regularly implemented and reviewed to ensure safety as a priority. Schedules regular meetings with skilled maintenance and school site grounds/maintenance.
- i. Responds to any alarm notifications related to all district facilities and equipment.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Operations, services and activities of a grounds, maintenance, and new construction program.
- Methods, materials and equipment used in grounds, maintenance and construction work.
- District organization, operations, policies and objectives.
- Applicable federal, State and local laws, codes and regulations relating to construction, maintenance and grounds requirements.

Ability to:

- Organize, direct and implement a comprehensive grounds and maintenance program.
- Interpret and explain District grounds and maintenance policies and procedures.
- Serve as liaison between contractors, inspectors, regulatory agencies and the District.
- Evaluate and recommend supplies.
- Communicate effectively both orally and in writing.
- Establish and maintain effective and cooperative working relationships with others.

REQUIREMENTS:

WORK YEAR:	Classified Management Work Year; 12 Months
SALARY:	Classified Management Salary Schedule
BENEFITS:	Medical (employee contribution), 100% dental, vision and life insurance
EDUCATION AND EXPERIENCE:	Any combination of experience and training that would likely provide the required knowledge and abilities to perform the essential job functions is qualifying. A typical way to obtain the knowledge and abilities would be: graduating from high school supplemented by college-level course work in construction, technology, architecture, engineering or a related field or seven years of increasingly responsible experience in construction work combined with specialized training in a particular trade of construction or facilities maintenance.
PHYSICAL ABILITIES:	Heavy physical labor. Requires vision (which may be corrected) to read small print and perform construction work. Standing and walking for extended periods of time. Climbing ladders and working from heights. Dexterity of hands and fingers to operate specialized hand and power tools and equipment. Reaching overhead, above the shoulders, and horizontally. Walking over rough or uneven surfaces. Bending at the waist, kneeling or crouching, crawling, and turning/twisting. Lifting, pulling, pushing and carrying heavy objects weighing up to 75 pounds.
LICENSES:	Valid California Class C driver's license
WORKING CONDITIONS:	Indoor and outdoor shop environment. Driving from site to site to conduct work. Subject to noise from equipment operation.
HAZARDS:	Working on ladders, scaffolding and rooftops. Working in a cramped or restrictive work chamber. Working around and with machinery having moving parts. Fumes and paints and solvents. Power saw and flying debris or nails.