

JOB DESCRIPTION
San Diego County Office of Education

MAINTENANCE AND OPERATIONS SUPERVISOR

Purpose Statement:

Under general direction, the Maintenance and Operations Supervisor coordinates, organizes and plans the activities of maintenance and operation services and functions for assigned facilities.

Diversity Statement:

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one's actions and the resulting impact.

Representative Duties:

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties.

Essential Functions:

- Plans, organizes, directs and performs journey-level work for maintenance, operations, alterations and repair of lighting, heating, air conditioning, ventilating systems, water and sewer systems, swimming pool, maintenance of grounds, generators; and construction, remodeling, maintenance and repair of buildings and related equipment and computer cabling.
- Develops standard operating procedures for assigned services and functions.
- Schedules, assigns and monitors maintenance tasks and jobs.
- Maintains and troubleshoots problems with security and alarm systems.
- Prepares written reports such as incident or historical reports regarding maintenance issues, hazardous materials exposures and related reports.
- Works with a variety of inspectors to ensure compliance with health and safety regulations.
- Conducts meetings for staff such as Tool Box meetings and compliance meetings pertaining to products, materials and regulations.
- Serves as liaison between clients and employees regarding services and support provided to assure client satisfaction.
- Makes recommendations to the manager as appropriate.
- Serves as area project manager.

Other Functions:

- Monitors assigned budgets as well as reviews and controls expenditures.

- Researches and resolves various issues including ordering and delivery discrepancies with suppliers and shippers, work planning and scheduling, installation, operations, application and design.
- Negotiates with vendors and suppliers for product acquisition, delivery and installation.
- Performs related duties as assigned.

Job Requirements: Minimum Qualifications:

Knowledge and Abilities

KNOWLEDGE OF:

Grounds maintenance including sprinkler system repair and installation;
 Pesticide application regulations and safety;
 Detailed record-keeping;
 Purchasing/receiving practices and processes;
 Vehicle operation and weight/load regulations;
 Skilled trades in maintenance and operations, construction activities, plumbing, electrical, HVAC, blueprints, rules, regulations and safety orders.

ABILITY TO:

Promote a human-centered culture that elevates the strengths of others creating a sense of belongingness;
 Practice cultural competency while working collaboratively with diverse groups and individuals;
 Plan, organize direct and maintenance and operation services and functions;
 Understand, maintain and operate computerized energy management systems;
 Prepare and maintain records and reports;
 Work independently with minimal direction;
 Determine appropriate action within clearly defined guidelines;
 Communicate effectively both orally and in writing;
 Work effectively independently and as part of a team with minimum supervision;
 Organize and prioritize work;
 Exercise appropriate judgment in making decisions;
 Demonstrate attendance sufficient to complete the duties of the position as required;
 Complete routine tasks thoroughly, accurately and with attention to detail.

Working Environment:

ENVIRONMENT:

Indoor and outdoor work assignments.
 May be designated in an alternate work setting using computer-based equipment to perform duties.

PHYSICAL ABILITIES:

Must be able to hear and speak to exchange information; see to perform assigned duties; possess dexterity of hands and fingers to operate assigned equipment; stand, walk, bend, stoop; twist, push, pull, kneel, and squat for extended periods of time; reach overhead, above the shoulders and horizontally, to perform assigned duties; lift, carry, push and pull tools, materials, equipment and furniture weighing up to 75 lbs.; climb ladders and work on rooftops and high locations; crawl into attics and tight spaces; and work in confined and/or high areas. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Education and Experience:

Education: Completion of advanced vocational training in areas related to maintenance and operations; and

Experience: Two (2) years of experience performing in a lead capacity in a maintenance and operations unit providing full services in a variety of skilled trades; or

Equivalency: A combination of education and/or experience equivalent to completion of advanced vocational training in areas related to maintenance and operations, and a minimum of two years of experience performing in a lead capacity in a maintenance and operations unit providing full services in a variety of skilled trades.

Required Testing

N/A

Certificates, Licenses, Credentials

Possession of a valid California driver's license and proof of automobile insurance are required at the time of appointment.

Possession of a Freon Handler's Certification under Section 608 of the federal Clean Air Act is required within six months of appointment.

Continuing Educ./Training

As needed to maintain certifications.

Clearances

Criminal Justice Fingerprint/Background Clearance
Physical Exam including drug screen
Tuberculosis Clearance

FLSA Status: Non-Exempt

Salary Grade Classified Support, Grade 061

Personnel Commission Approved: 09/2000

Revised: 09/2009, 06/2015, 03/2018; 04/2025