

SUPERVISORY JOB DESCRIPTION

FACILITIES MAINTENANCE SUPERVISOR (UTILITIES)

JOB SUMMARY:

Under the direction of the Facilities Maintenance Manager, train and supervise assigned personnel, organize, and direct the utility trade shops to include but not limited to general maintenance, carpentry, glazier, locksmith and painters; ensuring professional repair and service.

ESSENTIAL JOB FUNCTIONS:

- Organize and direct the repair and maintenance of the utility maintenance trades; assure efficient operation of District building systems, and equipment; assure timely processing of District maintenance repair requests; assure activities comply with established policies, procedures, rules and regulations.
- Supervise, coordinate, and participate in maintenance and repairs to include but not limited to construction, design, maintenance and repair of District buildings and equipment.
- Train and supervise assigned personnel; coordinate and schedule activities; interview and select employees and recommend transfers, reassignment, termination, and disciplinary actions; arrange employee schedules; review and monitor employee attendance records and overtime sheets.
- Inspect construction, maintenance and repair projects for accuracy, completeness and compliance with established work orders and specifications; review reports and work orders to determine materials, labor, equipment, and time requirements; provide recommendations concerning the purchase of new systems and equipment.
- Operate a variety of power tools and equipment; operate a computer and assigned software; drive a vehicle to conduct work.
- Compile information and prepare and maintain a variety of records and reports related to District maintenance materials, work orders, inventory control, occupational activities and assigned projects; submit required reports to appropriate District agencies.
- Provide consultation to District personnel concerning construction, maintenance and repair operations, projects, and activities; respond to inquiries and provide detailed and technical information regarding related laws, codes, regulations, policies and procedures.
- Estimate labor, time, and material costs; respond to emergency needs as requested; coordinate and monitor inventory levels of supplies, materials and equipment; order, receive and oversee the storage of supplies, materials and equipment.

Facilities Maintenance Supervisor (UTILITIES)

Page 2

- Work from blueprints, plans, diagrams, specifications, and manuals; maintain equipment and materials in good working order.
- Attend and participate in assigned meetings, conferences and committees.
- Respond to emergency needs as requested.
- Possesses fundamental knowledge of practices and procedures for various maintenance utility trades: general maintenance, carpentry, glazier, locksmith, and painter.
- Operates hand-powered tools, heavy equipment and District vehicles safely and efficiently.
- Ability to communicate professionally and effectively with District staff and leadership.
- Performs other duties as assigned.

ESSENTIAL JOB REQUIREMENTS – QUALIFICATIONS:

- Evidence of five years of increasingly responsible experience in a utility maintenance trade, including two years as a journeyman or lead level experience.
- Must possess a valid California driver's license. Must be insurable under the District's insurance program and must maintain insurability.
- Ability to follow oral and written directions; mechanical ability; physical strength and ability; ability to drive a light truck and other mechanized equipment.
- Knowledge of the practices, tools, equipment, and materials used in the maintenance of equipment, buildings, and grounds.
- Must be willing to complete asbestos and lead training.
- Will be required to carry a District issued cell phone.
- Will be required to assist District in emergency events.
- High school diploma or GED required.

Supervisory Salary Schedule: Range 25

BOARD APPROVED: 09/11/24