

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Work Control Manager

Classification: Classified Management

FLSA: Exempt

Reports to: Department Administrator

Range: Classified Management Salary
Schedule

EDUCATION AND EXPERIENCE

Any combination equivalent to: associate degrees in project management, industrial arts, plant management, or five years of experience in building, plant facility maintenance, repair scheduling, tracking or project monitoring and scheduling, or three years supervisory experience in building, plant maintenance or related field.

Must possess a valid California Driver's License. Must be able to upgrade to a Commercial Driver's License within 6 months of employment.

SUMMARY

Under general supervision, to prepare and manage schedules of work orders and projects to be accomplished by Operational Services (OS) departments, shops and personnel; and to do related work as required.

SPECIFIC RESPONSIBILITIES

1. Schedule and coordinate flow of work between work sites, shops, warehouse or similar entities to expedite production and accomplishment of work.
2. Review master work schedule and work orders, establish or assign priorities for specific school projects, and revise schedules according to work order specifications, establish priorities and availability of workers, parts, materials, machines and equipment; record and report progress of work.
3. Reschedule identical and/or near identical work processes to eliminate duplication of work effort, multiple trips, etc.
4. Confer with managers and supervisors to determine progress of work and to obtain, or to provide information on changes.
5. Supervise and evaluate the performance of assigned staff; assign and review work and participate in the selection of new personnel as assigned; recommend and participate in disciplinary action as needed.
6. Establish and maintain from one to four weekly advance schedules; and revise future schedules, as appropriate.
7. Work with other staff personnel, such as Purchasing, Warehouse, Fiscal Services, etc., to assure availability of supplies and materials prior to scheduling work orders.
8. Coordinate needs for various utility outages.
9. Supervise the entry of work orders into work schedule for priority, sequence and assignment, based upon availability or resources.
10. Prepare final schedule for issuance by OS office, prepare schedules for preventive maintenance; update schedules online and fully update work orders, as completed.

11. Compile information and draft reports on such things as vehicle and equipment operating cost and replacement plan, progress of work problems or difficulties, backlog, equipment failures, material delivery situations, work force availability, etc.
12. Operate a District vehicle.

SPECIFIC QUALIFICATIONS

Knowledge of:

- Methods, materials, tools, and equipment used in the various trades, including such areas as painting, plumbing, heating and air conditioning, electrical, carpentry, glazing, locksmithing, project management and scheduling techniques.
- Building maintenance practices, including pertinent laws and building codes.
- Basic math.
- Record keeping.
- Appropriate safety precautions and procedures.
- Work scheduling and production control processes associated with building maintenance and repair.
- Operation of a computer terminal.
- Applicable State, County and City laws, codes and regulations related to fire, safety and maintenance, grounds and operations.
- District organization, operations, policies and objectives.
- Principles and practices of supervision and training.
- Proper methods of storing equipment, materials and supplies.
- Oral and written communication skills.

Ability to:

- Operate an electronic mainframe computer and peripheral equipment.
- Schedule work to utilize personnel and equipment efficiently and effectively.
- Interpret and work from shop drawings, sketches, plans, and specifications.
- Read and interpret technical trade manuals, instructions, and guides.
- Maintain database(s).
- Supervise the work of others.
- Understand and carry out oral and written instructions.
- Establish and maintain effective relationships with those contacted in the course of work.
- Operate a vehicle, observing legal and defensive driving practices.
- Perform a variety of responsible duties related to the supervision of building and mechanical maintenance operations and activities.
- Train, supervise and evaluate personnel.
- Communicate effectively both orally and in writing.

PHYSICAL ABILITIES

Indoor and outdoor environment; frequent interruptions.

Dexterity of hands and fingers to operate a computer terminal; seeing to read work orders and other information; hearing and speaking to exchange information; sitting, standing, or walking for extended periods of time.