

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Maintenance Field Supervisor

Reports to: Department Administrator

Classification: Classified Management

FLSA: Exempt

Range: Classified Management Salary
Schedule

EDUCATION AND EXPERIENCE

Education and Experience:

Any combination equivalent to bachelors degree in Industrial Technology, Construction Management, Architecture, or related discipline, or a minimum of 5 years of progressively responsible experience in school maintenance and construction management.

Licenses and other Requirements:

Valid California driver's license.

SUMMARY

Plan, coordinate, supervise maintenance construction projects, involving alterations, repairs, relocation of existing building and structures.

SPECIFIC RESPONSIBILITIES

1. Coordinate maintenance construction projects with architects, contractors, and school administrators.
2. Participates in the development and implementation of goals, objectives, policies and priorities for Maintenance and Operations. Identifies resource needs. Recommends and implements policies and procedures.
3. Evaluate and recommend changes in scope of the project.
4. Reviews and process requests for progress payments from contractors and architects.
5. Attend and provide expertise to meetings involving on-going and new projects with architects and school administrators; meet with regulator agencies on State and local level as necessary.
6. Identifies opportunities for improving service delivery methods and procedures. Reviews with appropriate management staff. Implements improvements.
7. Oversees project budget. Forecasts additional funds needed for staffing, equipment, materials, and supplies. Directs the monitoring of and approves expenditures. Recommends adjustments as necessary.
8. Perform related duties as assigned.

SPECIFIC QUALIFICATIONS

Directs, plans and coordinates construction and maintenance projects within the Operational Services Division. Coordinates assigned activities with other divisions, outside agencies and the general public in connection with accomplishing capital construction projects. Provides highly responsible and complex staff coordination to the Work Control Manager of Maintenance and Operations, and Senior District Administration Communications are broad in scope, extending to outside experts and agencies.

Knowledge of:

-Construction management methods.

- Architectural methods and techniques.
- Operation of a computer terminal and data entry techniques.
- Oral and written communication skills.
- Research methods and report writing techniques.
- Laws, rules and regulations related to assigned activities, including but not limited to - Public Contract Code.
- Applicable sections of the State Education Code and other applicable laws.
- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Coordinate construction projects.
- Meet schedules and time lines.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records and prepare reports.
- Prioritize and schedule work.
- Maintain current knowledge of technological advances in the field.
- Analyze situations accurately and adopt an effective course of action.
- Plan and organize work.

PHYSICAL ABILITIES

Office and construction site environment; driving a vehicle to conduct work.

Climbing on ladders and scaffolding to inspect work; walking, bending, stooping and reaching to inspect projects; seeing to inspect work; speaking to exchange information.

Reviewing projects during demolition; working at heights.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to speak, stand, talk, walk, see, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to read small print. The employee must frequently bend, reach above the head, as well as forward, and use fine motor skills.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

This position is exempt from the overtime provisions of the Education Code.
(See Sections 45128 and f45130).