

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: Graduation from high school supplemented by college-level course in Business Administration, Business/technology, or a related field and a minimum of 4 years of progressively responsible experience in administrative support, financial record keeping, or facility management, or a closely related field.

SUMMARY

Under general supervision, coordinates, oversees, and provides technical services for Maintenance and Operations. Plans and organizes activities and coordinates the flow of communication to/from the office and field. Prepares and manages schedules of work orders, Facility Use Request (FURS), and projects to be accomplished by Maintenance and Operations departments, and personnel; and do related work as required.

SPECIFIC RESPONSIBILITIES

1. Schedules urgent and preventive maintenance work on a weekly basis. Meets with site administrators and department management to establish priorities of work to be done. Provides follow-up reports to school sites summarizing work accomplished.
2. Review master work schedule and work orders, establish or assign priorities for specific school projects, and revise schedules according to work order specifications; record and report progress of work.
3. Confer with managers and supervisors to determine progress of work and to obtain, or to provide information on changes.
4. 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.
5. Plans, schedules and provides calendars for the Maintenance and Operations Department, and provides calendars for each department to show assigned work. Sends school sites information on scheduled work that will be completed.
6. Work with other staff personnel, such as Purchasing, Warehouse, Fiscal Services, etc., to assure availability of supplies and materials prior to scheduling work orders.
7. Supervise the entry of work orders into work schedule for priority, sequence and assignment, based upon availability or resources.
8. Serves as the department's point of contact for training and troubleshooting of problems; update schedules online and fully update work orders, as completed.
9. Compile information and reports on such things as vehicle and equipment and progress of work problems or difficulties, backlog, equipment failures, material delivery situations, work force availability, etc.
10. Provides Maintenance and Operation Departments budget status, reports and maintains all purchase orders for the departments. Oversees and participates in expediting invoices, purchase orders, and other documents to ensure timely receipt of and payment for services.

SPECIFIC QUALIFICATIONS

Knowledge of:

- Record keeping.
- Appropriate safety precautions and procedures.
- Work scheduling and production control processes associated with building maintenance and repair.
- 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.
- Research Methods and report writing skills.
- Oral and written communication skills.

Ability to:

- Schedule work to utilize personnel and equipment efficiently and effectively.
- 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.

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.