

SUPERVISOR OF MAINTENANCE AND OPERATIONS

JOB SUMMARY

Under general direction of the Director of Facilities, Maintenance and Operations, plans, organizes, coordinates, inspects, schedules and supervises the District's construction, maintenance, operations and repair of District facilities, custodial services, grounds keeping, and assigned facility projects.

DISTINGUISHING CHARACTERISTICS

This classification is distinguished from other related management classifications in that the incumbent is required to plan, organize, coordinate, inspect and supervise the District's day-to-day maintenance, operations, custodial, grounds keeping and facilities programs. The Director of Facilities, Maintenance and Operations, on the other hand, is responsible for overseeing the District's facility, maintenance, custodial and grounds keeping programs.

SUPERVISION RECEIVED AND EXERCISED

The job incumbent in this classification reports directly to the Director of Facilities, Maintenance and Operations. The job incumbent in this classification provides direct supervision to staff in facilities, maintenance and operations.

EXAMPLES OF DUTIES – Duties may include, but are not limited to the following:

- Assists the Director of Facilities, Maintenance and Operations in the maintenance, repair, improvement and construction of District facilities, custodial services, grounds keeping and assigned facility projects, which includes an array of areas such as carpentry, plumbing, electrical work, heating, painting, lock and hardware repair, air conditioning and ventilating;
- Plans, organizes, coordinates and supervises the District's maintenance, operations, custodial, grounds keeping and facilities program;
- Inspects, supervises, trains, evaluates, and provides directions and ongoing corrective feedback to assigned staff;
- Plans, monitors and supervise staff work schedules, the methods and procedures of work, and the completion of work orders;
- Communicates with school and District personnel to ensure effective maintenance and operations programs that enhance and support instructional-related activities;
- Conducts field inspections and examinations of District grounds, facilities and equipment for necessary and/or requested maintenance and replacement, and makes recommendations of priorities for related projects;
- Reviews and prepares cost estimates of labor, material and equipment for repairs, renovations, alterations and related projects involving District facilities;
- Creates and monitors requisitions for personnel, materials, and equipment;
- Approves invoices from suppliers and contractors to ensure appropriate pre-approvals within District fiscal policies;
- Monitors maintenance, grounds and capital facility budgets and expenditures in accordance to established fiscal policies;
- Assists in the planning, coordination and updating of the District's Maintenance and Repair Plan, and other state and federal requirements;
- Prepares, presents and maintains District, city, state and federal records and reports;
- Demonstrates, trains and/or models how to perform maintenance, operations and custodial related tasks;
- Conducts staff meeting and trainings (e.g., safety, job related skills);
- Performs other related duties as assigned.

EMPLOYMENT STANDARDS:

Education: Graduation from high school or GED is required. College level or comparable courses in building trades and inspection, and facility management is preferred.

Experience:

- Four (4) years of experience in custodial services and two (2) years of experience in one of the following areas: 1). Facilities Maintenance and Operations, 2). Grounds keeping or 3). Facilities management is required.
- Two (2) years in a supervisory or lead capacity in a related area is required.

Knowledge of:

- Methods, materials, costs, equipment and working procedures in building construction, maintenance and repairs, grounds maintenance, custodial services, materials storage and distribution, and various other building trades;
- Principles, processes and procedures of preventative maintenance, repairs and construction;
- Applicable federal, state and local laws, regulations, policies, procedures and codes as it relates to maintenance, operations, custodial services and facilities (e.g., OSHA, California Code, Safe Schools for Safe Learning Act, Education Code, Williams/Valencia Settlement requirements, Public Contract Code, and Health and Safety Code);
- Methods of estimating project costs;
- Environmental impact and issues related to the construction and repair of facilities, including the abatement of hazardous materials, improving indoor air quality, and mold remediation and prevention;
- Hazardous material disposal;
- Safety orders of the Division of Industrial Safety, State Worker's Compensation Laws and the Occupational Safety and Health Act;
- Principles, practices and methods of personnel management, supervision, training and job performance evaluations;
- Formal English grammar, spelling, punctuation and word usage;
- Principles, regulations and rules of workplace safety;
- Principles and practices of customer service;
- Principles, practices and techniques of researching, report writing and record keeping;
- Applicable computer software applications and programs including Microsoft Office Suite.

Ability to:

- Effectively plan, organize, supervise and manage a district-wide maintenance, operations, custodial, grounds keeping and facilities program;
- Plan, manage and supervise the renovation, remodeling and/or major repair of a school facility;
- Prepare estimates of the various project costs (e.g., material and labor);
- Read and interpret building plans and specifications;
- Prepare an annual budget for a district-wide program;
- Ensure adherence to the District's budget and established financial controls, and that facilities are maintained to support student instruction;
- Keep up-to-date and maintain current professional and technical expertise, and knowledge of laws and technology;
- Interpret, apply and adhere to applicable federal, state and local laws, regulations, policies, procedures and codes;
- Read and understand reports and directives;
- Effectively manage and adjust to change;
- Analyze, control and improve work processes and workflow;
- Effectively plan, coordinate and supervise projects and work activities to meet timelines;
- Exercise discretion and judgment in choosing appropriate courses of action;
- Define issues, analyze problems and situations, evaluate alternatives and arrive at sound solutions;
- Gather, read, analyze and evaluate data and information for recommendations and/or making decisions;

- Prepare clear and concise written reports, policies, regulations, proposals, specifications, bids, schedules and correspondence;
- Accurately attend to detailed work;
- Establish and maintain cooperative, professional relationships with others;
- Effectively provide direction, train, supervise, evaluate and manage personnel;
- Effectively set goals, lead others, and evaluate and manage job performance of staff;
- Take initiative;
- Effectively handle and respond to changes at work as well as to competing and/or difficult situations as they arise;
- Effectively work in a team environment;
- Anticipate the needs of customers and provide excellent customer service;
- Diplomatically handle conflicts and improve interpersonally strained situations;
- Establish and evaluate workplace safety and health policies, procedures, and priorities;
- Communicate clearly and effectively, both orally and in writing;
- Operate a variety of office equipment and utilize various computer software applications and programs for the preparation of correspondence and reports, etc.;
- Establish and maintain insurability to drive a District vehicle as part of the District's Pull Notice program;
- Comply with mandatory child abuse reporter training requirements as part of pre-employment and on an annual basis.

License:

- Possession of a valid Class C California Driver's License and insurability to drive a District vehicle as part of the District's Pull Notice program is required.

Special information:

- The operation of a District vehicle is required.
- All applicants will be required to submit a recent (less than one month old from the recruitment closing date) DMV printout (H-6) showing their driving records for the past 10 year.

PHYSICAL STANDARDS:

The work environment and physical demands of the position as described below are representative of those that must be met by an employee to perform successfully the essential functions of this position. Reasonable accommodations may be made to enable individuals to perform the essential functions of this position.

Work Environment: The incumbent works in an office and outdoor environment. The incumbent may be exposed to seasonal heat, cold and/or adverse weather conditions when working outdoors. The incumbent has direct contact with the public, students and other employees in person and through telephone, electronic mail, and other written communications, requiring the ability to effectively manage a high volume of work despite frequent interruptions. Negative interactions resulting from these contacts can result in stressful situations that are a regular part of the work environment. The noise level in the incumbent's work environment is usually quiet (i.e., office environment) but could be loud depending on location (i.e., outdoors, at worksites, or school facilities), specific projects and/or equipment operation.

Physical Demands: Primary functions of the position require physical ability and mobility to work in an office setting as follows: to stand and walk for extended periods of time; to twist at the neck and trunk; to bend at the waist and stoop, kneel, crouch and crawl; to reach with hands and arms, reach overhead, above shoulders and horizontally; to handle objects and tools, to regularly lift and move up to fifty (50) pounds without assistance; to see, with or without correction, within normal visual range in addition to possessing specific vision abilities required by this job such as close vision, color vision, peripheral vision and depth perception; to hear within the normal audio range with or without aide; to communicate orally and in writing in order to exchange information with others. Regular physical attendance at work is an essential requirement of this job classification. In

driving record to maintain insurability to drive a District vehicle as part of the District's Pull Notice program is required for this position.

The information contained in this physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. The individuals in this job perform additional duties and additional duties may be assigned.

Supervisor of Maintenance and Operations Personnel Action	Personnel Action Date
Adopted by the Personnel Commission	07/06/1981
Revised by the Personnel Commission	07/01/1985, 10/03/1988, 06/05/1989
Proposed to the Personnel Commission	07/16/2018