

Chula Vista Elementary School District  
84 East 'J' Street, Chula Vista, CA 91910  
MANAGEMENT JOB DESCRIPTION  
SAFETY, facilities, AND CONSTRUCTION MANAGER

**JOB SUMMARY:**

Under the direction of the Director of Maintenance and Operations, supervises, inspects and evaluates the safety and construction activities of the District's construction projects, including safety inspections of District facilities. Supervises and evaluates the activities of the District's personnel as assigned. Performs related duties as assigned. Committed to providing leadership, promoting teamwork, collaboration, and cross-training to provide optimum services and support.

**ESSENTIAL JOB FUNCTIONS:**

Inspects, coordinates, schedules, supervises, and evaluates the safety of the District's construction and maintenance projects.  
Develops and promotes teamwork and cross-training of the respective departments to provide optimum services and support for students, staff, and community.  
Supervises, trains, schedules, and evaluates assigned personnel.  
Supervises and oversees custodial mentor and carpet cleaning programs.  
Provides training for new custodial employees.  
Establishes and maintains cooperative and effective working relationships with others.  
Creates and maintains master key systems.  
Organizes and conducts maintenance safety meetings.  
Performs safety and cleaning inspection on all District sites.  
Administrates bellboy and security system programs.  
Assists in developing plans and specification requirements for District construction projects.  
Assists with asbestos and lead abatement, Storm Water Pollution Prevention Plan and the Labor Compliance Program.  
Performs related duties as assigned.

**ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:**

Four years of increasingly responsible experience in the installation and repair of plumbing and locksmith systems, including two years of the journey or lead level.

Ability to read blueprints, estimate time and material for work orders; train and supervise the efforts of personnel; understand and follow oral and written instruction's, and communicate effectively both orally and in writing; work harmoniously with outside vendors, school personnel and the public.

Knowledge of materials, tools, and methods used in the maintenance and repair of plumbing and the locksmith systems; Federal (EPA) Environmental Protection Agency

requirements and regulations; principles of supervision, training, and performance evaluation; California Title 19 provisions; safety orders issued by the State of California Division of Industrial Safety; and CAL/OSHA regulations.

Training experience with personnel management, conflict resolution, and implementation of contract language.

Graduation from high school or its equivalent, supplemented by course work in plumbing, locksmithing, or general maintenance is highly desirable.

Must obtain a certified playground inspector certification.

Must have a valid California driver's license, have a good driving record, and maintain insurability under the District's insurance program.

Classified Salary Schedule: Range J

BOARD APPROVED: 06/06/00

REVISION DATES: 12/09/03

SAFETY, FACILITIES, AND CONSTRUCTION MANAGER