TITLE:	Supervisor	**REPORTS TO**:	Director, Maintenance and Operations
DEPARTMENT:	Maintenance and Operations	**CLASSIFICATION:**	Classified Management
FLSA:	Exempt	**WORK YEAR:**	245 Days
REVISED:	August 5, 2021	**SALARY RANGE:**	Classified Management Schedule

Job Summary:

Under the direction of the Director, Maintenance & Operations, this position provides technical and administrative support services in connection with Maintenance & Operations, Custodial, and Grounds staff. Supervises, plans, organizes and directs the activities of Custodial and Grounds employees, school site improvements, modification of facilities, and minor construction projects; Assists with facilities planning activities related to new school construction, renovation of existing schools, relocatable classrooms and other support activities;

Minimum Required Qualifications:

- Education/Experience: Three (3) years of construction management, maintenance, operations, and/or facilities experience. Successful completion of CASH Maintenance Management Certificate Program is recommended;
- Knowledge of: Fundamental principles, techniques, and procedures of Maintenance & Operations and Facilities & Operations administration; Supervision of various levels of grounds and custodial staff; Principles of management, organization, personnel, and budget administration; Applicable laws, codes, rules, and regulations related to assigned activities; Uniform Building Codes, Public Contract Codes, and State design criteria; utilities engineering and energy conservation; utility regulatory methods, practices, rate structures, incentives, and budgeting procedures; Correct English usage, grammar, spelling, punctuation, and vocabulary; Interpersonal skills using tact, patience, and courtesy; Concepts of employee evaluation, training, supervision and progressive discipline.
- Licenses/Testing: Valid CA Driver's License and evidence of insurability; Criminal Justice Fingerprint Clearance, and negative pre-employment drug screen test/negative TB results.

Duties & Responsibilities:

The Supervisor of Maintenance & Operations provides District-wide leadership and supervision in the following areas:

- Plan and direct assigned staff in their regular, periodic or maintenance of buildings, custodial support, grounds and related equipment of the District for the purpose of ensuring a safe Maintenance & Operations Department; Prioritizes and coordinates duties and assignments to assure effective workflow and facilitate operations. (E);
- Meet and confer with District and administrators regarding the cleaning of buildings, facilities, and grounds operations programs; Develop programs to ensure safe, efficient, reliable operations, facilities and equipment. Establish standards and specifications for supplies and equipment for operations of District custodial, grounds, facilities, and maintenance. (E);
- Schedules work, a master schedule for the regular school year, Winter, Spring and Summer work such as cleaning, maintenance of the grounds, and other tasks. Creates site maps and run schedules for sites. (E);

Board of Trustees
Marybeth Slane, *Area 1* ● Susan E. Scott, *Area 2* ● Heidi Matthies Dodd, *Area 3* ● Juan I. Saucedo, *Area 4* ● Christopher J. McDonald, *Area 5*

Superintendent
Dr. Doug Kimberly

- Prepares analyses and presents information/proposals effectively orally and in writing; Provides written evaluations of projects and programs; Participates in the development of a facilities master plan (E);
- Review work in the field with Grounds and Custodial staff, as well as site administrators, to address concerns to assure a safe, effective, and well maintained learning environment for all students and staff.
- Review and evaluate procedures and the effectiveness of the Maintenance & Operation activities. Initiate or recommend changes as necessary to improve efficiency, operations, cost effectiveness, safety and energy conservation. (E);
- Estimate cost of custodial support, maintenance, grounds, and facilities expenses. Estimate the cost of cleaning school and District sites and maintenance of school and District grounds; Assist in preparing the budgets and monitoring of expenses. (E);
- Assist (or provides designee) in employee selection and the performance evaluation process. Evaluate subordinate administrative and assigned supervisory personnel. Review performance evaluations of employees and assist administrators in evaluating their employees. (E);
- Coordinates responses to emergency calls. (E);
- Conduct regular "walk-through" audits of all District facilities to ensure efficient operation, optimum educational environment and performance of maintenance repairs in compliance with current standards, codes and ordinances; Supervise regular or special modifications to facilities as required for safety and compliance. (E);
- Assists with the development, implementation, maintenance and control of the District's facilities and energy conservation plans, specifications, as-built drawings and other facilities and real property records; Monitors the municipal and utility company actions to determine trends affecting District costs; Serves as a liaison and coordinates with utility companies and municipalities; Monitors energy consumption, preparation of utility budgets and preparation of annual energy reports. (E);
- Compiles, analyzes, and prepares data required for facilities reporting and projects. (E);
- Maintains close liaison with State and local agencies regarding most current policy and procedural changes and their impact on District projects; Represents the Division at various organizations and committee meetings. (E);
- Prepares original and amended applications and documentation for construction and renovation projects; Prepares oral and written materials and reports from researched material, providing information and recommendations relative to the Maintenance & Operations Dept. (E);
- Utilizes a variety of advisory data information including budgets, federal and state environmental guidelines (E);
- Participates in numerous Ad Hoc Advisory Committees such as the Design Advisory Committee, Site Selection Committee, Security Advisory Committee, Traffic Study Committee; Prepares and sends out notices of meetings, collects and compiles information for meetings such as agendas, prepares and distributes minutes. (E);
- Communicates with parents, community members, buyers/sellers, realtors, District personnel/various outside agencies to exchange information to resolve issues/concerns related to student attendance and enrollment (E)
- Assists Facilities & Operations Division in various tasks relevant to the District's facilities, functions and services including visiting sites; Prepares agenda items and back-up materials for a variety of meetings; Prepares charts and statistical information as needed; Trains and provides work direction/guidance to staff as assigned by the position. (E);
- Establishes and maintains cooperative working relationships with others; Works collaboratively with the District Superintendent, Governing Board, Cabinet, District Office staff members, principals, faculty, staff, parents, and community utilizing courtesy, tact, and diplomacy. (E);
- Assures timely communications between assigned office and District employees; Resolves issues as appropriate; Diffuses difficult situations and then refers to the appropriate administrator. (E);
- Utilizes technology to maximize job performance; Prioritizes and manages a variety of complex tasks and analyzes situations accurately and adopts an effective course of action; Exercises independent judgment in the use and interpretation of District policies and procedures; Works independently with minimal direction. (E);
- Operates a variety of office equipment including a telephone, fax machine, laminator, copier, computer, and assigned software, as well as a vehicle to travel to school sites while conducting daily duties. (E);
- Assists with the on-going Governing Board Policies/Administrative Regulations and/or Exhibits updates. (E);

- Attends Governing Board meetings upon request; Establishes a communication network with other District/County-wide Facilities Assistant Directors/Coordinators/Facilities Planners; Attends and participates in a variety of staff development and meetings. (E);
- Performs other related duties as assigned

Working Conditions:

1. Environment:
    - Office environment at the District Office; Outdoor environment at school/construction sites
    - Demanding timelines/subject to frequent interruptions and daily contact with staff/community

2. Physical Abilities:
    - Dexterity of hands and fingers to operate a computer keyboard and standard office equipment
    - Position requires occasional carrying, pushing, pulling or lifting up to 25 pounds
    - Walking, sitting and/or standing for long periods
    - Occasional bending at the waist, kneeling, or crouching to file materials
    - Hearing and speaking to exchange information in person, on the telephone, and through email
    - Occasionally carries materials on stairs, reaches overhead, above shoulders, and horizontally
    - Climbing on and maneuvering around ladders/equipment/scaffolding to inspect work
    - Visual ability to read, prepare/process documents and small figures
    - Mobility to travel to various school sites, conference and workshops required
3. Hazards
    - Extended viewing of computer monitor
    - Working with and around office equipment having moving parts
    - Occasional walking on or over uneven surfaces at construction/school sites
    - Exposure to working at heights during inspections