

Ontario-Montclair School District

CLASS SPECIFICATION Supervisor of Operations

GENERAL PURPOSE

Under the general direction of the Director and/or designee of Operations, the Operations Supervisor is responsible for a comprehensive range of duties related to the maintenance and upkeep of the district's grounds and facilities. This role involves planning, organizing, coordinating, supervising, and evaluating the cleaning and maintenance of the district facilities and grounds. The Supervisor also coordinates, supervises, and participates in the construction, repair, and maintenance of District facilities, systems, and equipment.

DISTINGUISHING CHARACTERISTICS

This position coordinates, manages and supports district's maintenance, grounds, and centralized custodial services. The supervisor is responsible for establishing priorities, scheduling, coordinating, and supervising all work performed by the maintenance, grounds, and custodial teams. The role also includes inspecting and evaluating school facilities and office buildings to ensure proper safety and preventative maintenance programs are followed. Additionally, this position determines and makes recommendations for repair and refurbishing needs, reviews work orders, and helps coordinate contractors, staffing and material resources.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Works irregular hours, including evenings and weekends.
2. Operates a computer, other office equipment, and various custodial, maintenance, and grounds vehicles, tools, machines, and equipment.
3. Establishes priorities, organizes, schedules, coordinates, supervises, and participates in assigned maintenance, repair, and construction operations.
4. Plans, organizes, controls, integrates, and evaluates the work of the assigned section, including developing, implementing, and monitoring work plans.
5. Maintains all necessary records, including time and material costs, personnel service time, and performance evaluation data for performance reports.
6. Participates in developing and monitoring performance against the annual department budget.
7. Attends various assigned meetings and performs other related duties.
8. Manages and directs the development, implementation, and evaluation of work programs, plans, processes, and systems.
9. Coordinates work schedules and assigns maintenance and repair tasks for all District structures, facilities, and equipment.
10. Works with the Director of Facilities Planning and Operations and/or Assistant Director to plan, organize, direct, supervise and evaluate assigned staff.
11. Takes appropriate disciplinary action, up to and including termination.
12. Participates and coordinate the selection and training of personnel.

13. Provides leadership and collaborates with staff to develop and maintain a high-performance, service-oriented work environment.
14. Supports the management of work orders and projects, including planning, organization, prioritization, and review, to ensure efficient workflow and proper handling and abatement of hazardous materials.
15. Manages supply, material, and equipment needs, including reviewing requests, recommending acquisitions, and ordering necessary items.
16. Implements and maintains a district-wide energy management and auditing program.
17. Monitors and coordinates preventative maintenance activities.
18. Plans, organizes, coordinates, and manages District custodial services.
19. Conducts regular site inspections to identify and correct facility, custodial and safety conditions impacting students, staff, and energy efficiency.
20. Sets and enforces District-wide maintenance, grounds and custodial standards and policies.
21. Supports the Risk Management Injury Illness Prevention Program (IIPP) and conducts regular safety training for all maintenance, grounds, and custodial staff.
22. Collaborates with school sites and departments on IIPP implementation and safety training.
23. Conducts hazardous material assessments and develops work scopes for consultants and crews.
24. Assesses PPE requirements for workers and coordinates personnel assignments and training.

KNOWLEDGE OF

1. Methods, techniques, supplies, materials, and equipment utilized in school facility and building maintenance, repair, construction, grounds and custodial services.
2. Principles, methods, and techniques of organized supervision.
3. Legal mandates, policies, regulations, and guidelines pertaining to the maintenance, repair, and construction of school facilities, office buildings, and equipment.
4. California Building Code, Title 24.
5. California Electric Code, Title 24.
6. California Fire Code, Title 24.
7. California Plumbing Code.
8. California Mechanical Code.
9. Americans With Disabilities Act (ADA) requirements.
10. Safe working methods and procedures.
11. Electronic work order systems.
12. AHERA Management Plan.
13. Safe lead renovation, repair, and painting (RRP) practices.
14. Planning, organizing, supervising, and inspecting a wide variety of work in the building, construction, landscape, and custodial trades.
15. Personnel practices and techniques of supervision and work evaluation.
16. The classified human resources policies and procedures and labor contract provisions.
17. Practices and laws governing the maintenance and repair of schools and public buildings.
18. Applicable federal, state, and local laws, codes, and regulations related to assigned areas.
19. Appropriate safety precautions and procedures, including but not limited to Cal/OSHA requirements for the work supervised.
20. Rules and regulations related to the management and disposal of asbestos and lead-containing building materials.
21. Standard methods, materials, tools, and equipment used in the skilled maintenance trades.

22. Building laws and related safety practices associated with construction and maintenance work.
23. Principles and practices of administration, including goal setting, policy and procedure development and implementation, evaluation, and work standards.
24. Requirements for maintaining buildings and grounds in a clean, attractive, safe, and orderly condition.

ABILITY TO

1. Read and interpret building plans, specifications, and other data pertaining to the maintenance, repair, and construction of school facilities, office buildings, and equipment.
2. Direct a variety of trades on a district-wide basis.
3. Establish and maintain effective working relationships with others.
4. Plan, coordinate, assign, instruct, train, evaluate, motivate, and supervise the work of maintenance, grounds, and custodial personnel.
5. Prepare and maintain a comprehensive data management, reports, storage, and retrieval system (work order).
6. Effectively work as a liaison to contractors and vendors performing District service.
7. Utilize computer processing, spreadsheet programs, and electronic e-mail systems.
8. Work irregular hours, including evenings, on a regular or permanent basis.
9. Suggest procedural improvements to the Director and/or Assistant Director as appropriate.
10. Understand and carry out oral and written directions with minimal supervision or direction.
11. Estimate materials and labor costs.
12. Ensure compliance with District policies, practices, and collective bargaining agreements.
13. Adapt easily to work assignments, additional priorities, and new procedures.
14. Receive constructive criticism and modify work appropriately.
15. Identify needs and solve problems independently as appropriate.
16. Manage and maintain all required federal and state permits and licenses pertaining to custodial and maintenance.

EDUCATION, TRAINING, AND EXPERIENCE

- Graduation from high school or equivalent to the completion of the twelfth grade.
- Preferred three years lead or supervisory experience in the cleaning, maintenance, repair, and construction of school facilities, preferable with a public agency.
- Strong leadership and motivational skills required.

Licenses; Certificates; Special Requirements:

- Possession of a valid California Motor Vehicle Operator's License authorizing driving of District vehicle.
- Upon hire, as a condition of employment, employee is required to attain the following certificates related to their job prior to the completion of their probationary period. Cost of the certificates and renewal, unless otherwise authorized, will be borne by the employee.
 - Certificate of Completion: Asbestos Contractor/Supervisor (Competent Person) Initial training.
 - Certificate of Completion of Lead: Renovation, Repair, and Painting (RRP) training.
 - Completion of OSHA 30-hour Construction Outreach training.

Condition of Employment:

- Insurability by the District's liability insurance carrier.

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

Physical Demands: While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person, in meetings and by telephone; use hands to finger, handle, feel, or operate standard office equipment; and reach with hands and arms. The employee is frequently required to walk and stand. An employee occasionally stoops, kneels, bends, crouches, crawls, climbs, balances, and lifts up to 50 pounds. The employee is frequently required to lift up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, color vision, and the ability to adjust focus.

Mental Demands: While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines and interact with all levels of District management, staff, representatives of other public agencies, consultants, contractors, the public and others encountered in the course of the work.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee works under typical office conditions, and the noise level is usually quiet. This employee occasionally works in outside weather conditions, near moving parts, and is exposed to wet and/or humid conditions. The employee may occasionally be exposed to fumes or airborne particles, toxic or caustic chemicals, and the risk of electrical shock. The noise level in the work environment is occasionally loud and usually moderately quiet. Employees are also subject to being called back from off duty in case of an emergency.

Board Approved: February 5, 2026

