



MERCED CITY SCHOOL DISTRICT

CLASS TITLE: Supervisor II- Maintenance and Operations

PRIMARY FUNCTIONS:

Under the direction of the Director of Maintenance, Operations, and Transportation (MO&T), supervises the assigned employees of maintenance and operations sections. Responsible for carrying out the operational goals and objectives relevant to maintenance, managing grounds, custodial, customer service, preventative maintenance, scheduled maintenance, deferred maintenance support, and other MO&T functions. Conduct trainings and supervise teams assigned while ensuring usability conditions of all buildings, equipment, grounds, cleanliness, and safety throughout the District. Supervises assigned resources, creates requisitions, protects inventory, and monitors assigned budget lines. Additionally, conducts individual development and evaluations for team members, tracks and reports section performance data, and provides recommendations for District level improvements and innovation to improve service. Works cross-functionally and interdepartmentally with District leadership and external partners, other agencies, or vendors. Works with supervisors, principals, custodians, grounds, facilities, transportation, and other support staff in helping them meet their overall operational goals specific to sites and departments.

REPRESENTATIVE DUTIES:

Supervise the maintenance and operations of school buildings, equipment, grounds, and the warehouse.

Maintain high-quality cleaning standards and ensure 100% compliance of employees, staff, students, and site safety through the proper use of PPE, correct use of equipment, proper and/or green chemicals, and communication or training on SDS.

Train, supervise, and evaluate various work crews and personnel; develop work assignments; interview and select personnel.

Regularly visit various work sites to ensure work is performed according to established guidelines; estimate and ensure adequate materials, supplies, and equipment to complete assignments.

Maintain and control maintenance and operations budgets; assure proper funds for daily operations; transfer budget monies as appropriate.

Meet with contractors to receive quotes for special projects; discuss specifications; recommend awards of contracts; notify contractors regarding start and completion dates.

Submit District requisitions according to established procedures and timelines; purchase power and grounds equipment; prepare and award bids, maintain and protect inventories.

Dispatch personnel on emergency calls as necessary; respond to alarms at school sites; reset alarms as appropriate.

Track and submit payroll and overtime usage and provide recommendations for mitigating ineffective work practices through discussions, counseling, training, and team evaluations.
Conduct and attend training sessions.

Conducts briefings or provides written and/or verbal communications to stakeholders, outside agencies, district board presentations, and/or leadership as required.

Operate a variety of office maintenance and operations equipment; operate various hand tools, including heavy and light construction equipment, trailers, and light to medium trucks.

Communicate with a variety of District personnel, engineers, vendors, and contractors to coordinate activities, exchange information, and resolve issues or concerns.

Prepare and maintain a variety of records, reports, and files related to various maintenance and operations activities.

Utilization of the latest District technology for scheduling and supervising maintenance and operations section tasks, responsibilities, and section activities to ensure timely and accurate customer service to all stakeholders or interested parties.

Ensure all sites meet compliance standards of Cal-OSHA, ADA, CDE Title V / Williams, CA or local Fire Codes, and fire and burglary alarm security systems and response requirements to protect students, staff, or infrastructure.

Perform related duties as assigned.

The employee is to adhere to federal and state regulations, Board policies, and related administrative regulations that pertain to the particular assignment.

MINIMUM QUALIFICATIONS:

KNOWLEDGE OF:

Methods, practices, terminology, and procedures used in the skilled trades.

Cleaning materials, solutions, equipment, and tools.

Principles and practices of supervision and training.

Record-keeping techniques, data collection, and data representation and/or presentation.

Budget preparation and control.

Oral and written communication skills.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Interpersonal skills using tact, patience, and courtesy.

Applicable sections of the State Education Code and other applicable laws.

District organization, operations, policies, and objectives.

Health and safety regulations.

ABILITY TO:

Supervise the maintenance and operations of school buildings, equipment, grounds, and the warehouse.

Inspect work sites.

Monitor and control assigned budgets.

Train, supervise, and evaluate personnel.

Maintain current knowledge of program rules, regulations, requirements, and restrictions.

Analyze situations accurately and adopt an effective course of action.

Observe legal and defensive driving practices.

EDUCATION AND EXPERIENCE:

Any combination equivalent to two years of college-level coursework in building trades, construction, or closely related field and four years building trades experience.

Valid California Driver's License.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment relevant to observing, analyzing, and supervising District, school, and department buildings and grounds; construction building sites; subject to noise from equipment operation; regular exposure to fumes, dust, and odors; driving a vehicle to conduct work.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a variety of equipment and hand and power tools; speaking to

exchange information; seeing to ensure accurate and complete correspondence; reaching to retrieve and maintain files; sitting for extended periods of time; climbing ladders and working from heights; reaching overhead, above the shoulders, and horizontally; standing for extended periods of time; walking over rough or uneven surfaces; lifting heavy objects, bending at the waist, kneeling or crouching, turning/twisting.

HAZARDS:

Working around and with machinery having moving parts; exposure to potential hazards of inspecting construction sites; potential exposure to hazardous substances and materials; working at heights.

This position complies with the rules and regulations of the Americans with Disabilities Act (ADA).

Legal Reference: California Education Code, Sections 45103, 45109

Policy Adopted: February 9, 1976

Policy Revised: April 7, 1981

Policy Revised: June 1, 1982

Policy Revised: June 5, 1984

Policy Revised: June 3, 1992

Policy Revised: April 4, 1995

Policy Revised: May 16, 2006

Policy Revised: March 13, 2018

Policy Revised: January 23, 2024