

**MAINTENANCE SUPERVISOR****DEFINITION:**

Under supervision of the Manager of Maintenance, Operations and Construction, provide primary contact, work assignment and supervision of the crafts/maintenance programs, direct the maintenance staff in technical and administrative aspects, evaluate the level of crafts/maintenance effectiveness, and assist in the management of Maintenance and Operations as assigned.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Plan, organize, coordinate, supervise, and participate in the maintenance of District facilities and the District crafts/maintenance operational functions.
- Assist management in setting priorities for the districtwide maintenance program.
- Assign, schedule, supervise and direct the work of all employees performing crafts/maintenance functions, assuring compliance with work specifications and timelines.
- Review and process work order requests, establishing work priorities, work costs and shop hours estimate.
- Identify and evaluate sources of supply for equipment and material based on price, timeliness and quality, and recommend supply sources; record and maintain orders placed against open purchase orders.
- Oversee projects in progress, inspect work and prepare reports of work completed and materials used.
- Assist in developing recommendations for the annual maintenance budget.
- Evaluate schedules for ongoing preventative maintenance and equipment replacement.
- Assist in developing and directing a program for inspection of facilities and grounds on a regular basis to determine maintenance needs and repairs and to ensure that the physical school facilities and grounds are in a condition compliant with District standards.
- Communicate with site administrators, District personnel, and outside organizations to coordinate activities, resolve issues, and exchange information.
- Participate in decisions involving the recommendation of employment, promotion, demotion, transfer, retention, recognition, discipline, dismissal of crafts/maintenance personnel, including substitutes and seasonal work staff.
- Supervise and evaluate crafts/maintenance personnel.
- Assist in planning, developing and conducting of orientation and in-service training for maintenance personnel; organize, train and supervise crafts/maintenance substitutes.
- Give technical advice and information to other personnel on maintenance and operations matters as needed.
- May assist in the preparation of plans and specifications for repairs, additions and alterations to facilities, grounds or equipment.
- Assist in the review of new construction plans and prepare recommendations as to maintenance and operations implications.
- Coordinate and provide assistance to special events within the District.
- Maintain records and prepare reports as required.
- Perform other duties as assigned.

**QUALIFICATIONS:****Knowledge of:**

Methods, materials and equipment used in maintenance; requirements for maintaining school buildings, grounds and equipment in a safe, clean and orderly condition; laws, regulations and practices governing the construction and repair of school buildings; computer-controlled equipment; work scheduling methods and procedures; supply and accounting procedures for purchase orders and requisitions; general industry safety practices and standards within the crafts/maintenance trades; principles of effective personnel management and supervision.

Ability to:

Plan, organize, supervise, direct and evaluate the work of crafts/maintenance personnel; read, interpret and work from drawings and blueprints; analyze routine work orders to determine trade skills required and approximate time estimates for accomplishment; solicit appropriate information by phone or site visit to clarify work requested; schedule and coordinate work requiring multiple shops; use computer software including word processing and spreadsheets; follow written and oral directions; communicate effectively both orally and in writing; use sound judgment in interpreting and applying policies and procedures; establish and maintain effective working relationships.

Experience:

Three years of experience that has provided the applicant with the knowledge and abilities listed above. Experience in lead or supervisory positions desired.

Education:

Graduation from high school.

Physical Performance Requirements:

Must be able to visit and inspect buildings and grounds, and should be able to climb ladders, stoop and/or walk in the performance of routine facilities inspections. Frequent lifting and maneuvering of up to 50 to 60 pounds, with occasional lifting and maneuvering of up to 100 pounds with or without assistance. Frequent standing or walking much of the time with some twisting, bending, stooping, and squatting also required. May work on irregular surfaces or at heights above the ground.

Licenses:

Possession of a valid California Driver's License.  
State Operator's License for Lift Trucks.

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