

**FIELD SUPERVISOR - CONSTRUCTION****DEFINITION:**

Under the supervision of the Director of Facilities, Construction and Maintenance, provide primary contact and supervision of all personnel assigned to the District's Maintenance, Operations and Grounds Department.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Assist in ensuring that the physical school facilities and grounds are in a condition of operational excellence.
- Plan, supervise and direct the work of all Maintenance, custodial and grounds personnel.
- Assign personnel as necessary.
- Enforce District policies and work rules.
- Participate in decisions involving the recommendation of employment, promotion, demotion, transfer, retention, recognition, discipline, dismissal of personnel.
- Assist in developing recommendations for annual budget.
- Assist in developing and directing a program for inspection of facilities and grounds on a regular basis to determine maintenance needs and repairs; may personally participate in or supervise such activities.
- Estimates work costs.
- 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.
- Develop, direct and approve various reports.
- Furnish technical advice and information as needed.
- Serve as a liaison between the District and DSA, Contractors, Architects and other engineering firms contracted by the District.
- Review and process work order requests, establish work priorities, work costs and shop hours.
- Identify and evaluation sources of supply for equipment and material based on price, timeliness and quality.
- Assist with preparation for occupancy and special projects including furniture and equipment.
- Manage DSA project certification and close-out.
- Perform other duties as assigned.

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

Methods, materials and equipment used in Maintenance, custodial and grounds work; 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; principles of effective personnel management and supervision.

**Ability to:**

Plan, organize, supervise, direct and evaluate the work of subordinate personnel; read, interpret and work from drawings and blueprints; inspect buildings and grounds; follow written and oral directions; communicate effectively both orally and in writing; use sound judgement in interpreting and applying policies and procedures; establish and maintain effective working relationships.

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Experience:

Five years of experience which has provided the applicant with the knowledge and abilities listed above.

Education:

Graduation from high school.

Physical Performance Requirements:

Must be able to visit and inspect buildings and grounds, and should be able to perform limited climbing, stooping and/or walking in the performance of routine facilities inspections.

Licenses:

Possession of a valid California Driver's License.

Board Approved: 12/11/07 effective 1/1/08

Revised: May 13, 2008

Board Approved: September 8, 2022