

FIELD SUPERVISOR - GROUNDS & OPERATIONS**DEFINITION:**

Under 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 needed.
- 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 an 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.
- Estimate 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.
- 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.
- Maintain proper documentation of records.
- Assist with preparation for occupancy and special projects including furniture and equipment.
- Confer with site administrators and supervisors to evaluate grounds maintenance and make recommendations regarding grounds staffing and workloads, and to discuss special problems regarding maintenance of the grounds.
- Oversee and manage the District's safety and security procedures.
- Coordinate and provide assistance to special events within the District.
- 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 judgment in interpreting and applying policies and procedures; establish and maintain effective working relationships.

Experience:

Five years of experience in maintenance work which 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 perform limited climbing, stooping and/or walking in the performance of routine facilities inspections.

Licenses:

Possession of a valid and appropriate California Driver's License.

Board Approved: February 8, 2005

Board Approved: 10/08/13

Board Approved: September 8, 2022