

FIELD SUPERVISOR - MAINTENANCE**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 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.
- Review and process work order requests, establish work priorities, work costs and shop hours.
- Identify and evaluate source 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 order, delivery and placement.
- Evaluate and prepare preventative maintenance and equipment replacement schedules.
- Perform 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 constructions 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 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: June 13, 2000

Revised: October 8, 2002

Revised: April 6, 2004

Board Approved: 10/08/13

Board Approved: September 8, 2022