

MAINTENANCE AND OPERATIONS SUPERVISOR

Purpose Statement

The job of Maintenance and Operations Supervisor was established for the purpose/s of performing skilled work in one or more of the following areas: electrical, painting, plumbing, welding, asbestos removal and/or carpentry work in the alteration, repair and construction of equipment and structures; resolving emergency situations; ensuring that assignments are completed in a safe, proper and timely manner; overseeing and supporting maintenance and operations personnel in the performance of their assignments; providing leadership and training for maintenance and operations staff and evaluating assigned staff.

This job is distinguished from similar jobs by the following characteristics: Incumbents in this class are assigned a variety of tasks requiring skills in various trades, and performed under minimal supervision.

This job reports to Director of Maintenance/Facilities

Essential Functions

- Coordinates custodial substitute services for the purpose of ensuring the cleaning needs of the district are met.
- Coordinates with administration and other trades for the purpose of completing projects/work orders efficiently.
- Estimates materials and/or equipment needed to complete work projects for the purpose of ensuring timely completion of projects.
- Inspects facilities, systems and their components for the purpose of identifying necessary repairs.
- Knowledge of finishes to walls and other surfaces (e.g. undercoat, sizing, texture, tints, plaster, etc.) for the purpose of providing direction for finishing new construction and/or preparing surfaces after repairs.
- Monitors District premises and facilities for the purpose of ensuring the welfare of students and staff and/or minimizing loss and/or liability.
- Oversees department budgets (e.g. deferred maintenance, summer projects) for the purpose of maximizing expenditures and ensuring proper use of monies.
- Oversees maintenance and custodial personnel as assigned for the purpose of maximizing the efficiency of the work force and meeting shift requirements.
- Oversees the maintenance and replacement of tools and equipment (e.g. construction equipment, hand tools, power tools, etc.) for the purpose of ensuring the availability of equipment in safe operating condition.
- Prepares documentation (e.g. requisitions, purchase orders, etc.) for the purpose of providing written support and/or conveying information.
- Responds to emergency situations for the purpose of resolving immediate safety concerns.
- Schedules work with contractors for the purpose of organizing timely construction and repairs.
- Supervises district construction, remodeling and repair projects (e.g. room additions, counter, door and window replacement, small building construction, fences, gates, concrete work, finish work) for the purpose of ensuring proper installation, adhering to required codes, and meeting the needs of the district.
- Supervises the installation of systems and/or components (e.g. cabinets, woodwork, electrical and air conditioning control equipment, transformers, conduit, ducting, motors, bells, clocks, lighting circuits, gutters, flooring, etc.) for the purpose of completing projects safely and within established time frames.
- Transports various items (e.g. tools, equipment, supplies, etc.) for the purpose of ensuring the availability of materials required at job site.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating equipment used in building maintenance trades; planning and managing projects and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures; fundamentals of carpentry, painting, electrical and plumbing work and preparation of estimates and other work associated with working with contractors.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a variety of types of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; displaying mechanical aptitude; meeting deadlines and schedules; setting priorities; and working as part of a team; lift, carry, push, pull or guide up to 50 pounds individually or more than 50 pounds with assistance.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; and monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 5% sitting, 50% walking, and 45% standing. The job is performed under some temperature extremes and under conditions with exposure to risk of injury and/or illness.

Experience Job related experience with increasing levels of responsibility is required.

Education Targeted job related education that meets organization's prerequisite requirements.

Equivalency None Specified

Required Testing

Pre-employment Medical Examination
Pre-employment Physical Capacities Test

Certificates & Licenses

Valid Driver's License

Continuing Educ. / Training

As Needed

Clearances

Criminal Justice/Fingerprint Clearance
TB Clearance

FLSA Status

Exempt

Approval Date

11/16/2006

Salary Grade

Classified Management D