

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT  
JOB DESCRIPTION**

**TITLE: MAINTENANCE SUPERVISOR**

**QUALIFICATIONS**

Knowledge of

1. Principles of supervision, training, and teambuilding.
2. District evaluation practices and procedures.
3. Interpersonal skills using tact, patience, and courtesy.
4. Engineering concepts, principles and practices in discipline applicable to the full range of tasks concerned with construction, alteration and repair of structures and installations.
5. Uniform Building Codes, Public Contract Codes and State design criteria. Network diagramming, construction scheduling and construction cost estimating.
6. Utilities engineering and conservation. Utility regulatory methods, practices, rate structures, incentives and budgeting procedures.
7. Plan for asbestos management.
8. Federal, State, and local laws and regulations of recycling, solid waste, and environmental codes.
9. Indoor environmental quality investigation techniques.
10. Operation of a computer and assigned software.
11. Oral and written communication skills.
12. Principles and practices of effective supervision and training. Interpersonal skills using tact, patience and courtesy.
13. Health and safety regulations.

Ability to

1. Communicate effectively with principals, staff, administrators, and crew members and maintain a positive and effective working relationship with all levels of district staff, parents, and community members.
2. Plan, coordinate, supervise, and evaluate the work of assigned personnel.
3. Train staff in a variety of maintenance skills.
4. Maintain accurate activity and expenditure records for maintenance and repair projects.
5. Adjust work hours to fit program needs, including response to emergency situations outside of regularly scheduled work hours.
6. Accurately estimate the cost of repair and construction work.
7. Read blueprints, sketches, and construction documents, and interpret to others.
8. Coordinate and maintain a vehicle and equipment preventive maintenance program.
9. Maintain a record-keeping system for District-wide programs such as energy management, deferred maintenance.
10. Establish and maintain effective working relationships with District and site staff;
11. Evaluate construction schedules to assure that construction is accomplished efficiently in relation to instructional needs.
12. Assist in the design of efficient and safe facilities.
13. Interpret a wide variety of maps, architectural drafting and drawings, and State, local and architectural laws, regulations and requirements.
14. Interpret data from a variety of sources to extract necessary data in development of reports.
15. Prepare clear, concise reports and presentations.
16. Interpret building trades work practices and building codes.

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17. Perform routine inspections of ongoing construction work.
18. Demonstrate problem-solving skills in situations involving multiple trades or disciplines.
19. Record and document facility and equipment history.
20. Apply general policies and procedures to specific situations.
21. Be a productive and active team member.
22. Safely operate and apply , grounds, irrigation, and equipment, materials, and chemicals.
23. Skillfully operate, clean, and maintain tools and equipment.
24. Understand and utilize computer systems as they relate to various assigned functions.

**Training and Experience**

1. Bachelor's degree in facilities management, business administration, engineering or related field desired.
2. Five years of experience in maintenance, grounds or related field, including three years in a lead or supervisory capacity, required.

**REPORTS TO:** Director of Maintenance and Operations, or assigned supervisor.

**SUPERVISES:** Maintenance Workers, irrigation personnel, personnel, service center, warehouse, and clerical personnel as assigned.

**JOB GOAL:** Under the supervision of the Director of Maintenance and Operations, develop, oversee, and coordinate the functions and programs of the Facilities, Maintenance, and Operations Departments; supervise and evaluates the performance of assigned personnel.

**ESSENTIAL FUNCTIONS**

1. Oversee the day-to-day operations of the Maintenance Department, ensuring implementation of program objectives and department standards; respond to a variety of issues such as emergency maintenance response, contract development and oversight, facility use coordination and related matters; assume responsibility for department operations in the absence of the Director of Maintenance and Operations.
2. Develop long and short range maintenance plans/programs (e.g. emergency response plans, energy management plans, annual budget, etc.) to ensure district resources are effectively utilized.
3. Assist in the development and preparation of the annual preliminary budget for the Maintenance Department; analyze and review budgetary and financial data; monitor and authorize expenditures in accordance with established guidelines.
4. Assist in the coordination of various planning, design, quality assurance, and management services for assigned construction, alteration, improvement and major repair projects; serve as liaison with contractors, architects, engineers, inspectors and government agency representatives for managing assigned projects.
5. Direct the maintenance and control of the District's facilities and utilities plans, specifications, as-built drawings and other facilities records.
6. Direct the constructability and maintain reviews and evaluations of plans and specifications for new facility construction, alterations and repair projects; prepare or direct the preparation of plans, specifications and contract documents for soliciting bids and requesting quotations for expansion, alteration, retrofit, rehabilitation and repair projects in compliance with Public Contract Code.
7. Develop and administer contracts for facility renovation, repair and maintenance.

8. Recommend systems and approaches in new facility designs which affect operating costs, including mechanic and electrical systems, building, HVAC and landscape information systems, lighting and other building/site service systems.
9. Manage the development and implementation of the District's energy conservation program; monitor the municipal and utility company actions to determine trends affecting District costs; serve as liaison and coordinate with utility companies and municipalities; monitor energy consumption, preparation of utility budgets and preparation of annual energy reports.
10. Develop, monitor, and implement policies, procedures, and programs related to both daily and long range management of waste reduction and recycling of all recyclable and solid waste materials district-wide.
11. Supervise and evaluate the performance of assigned staff, including administrative, technical and professional positions; participate in the interviewing, selecting, assigning and evaluating personnel.
12. Coordinate the District's indoor environmental quality program and the safety and training program; coordinate the asbestos program.
13. Coordinate programs to evaluate sites annually.
14. Review, assess, and prioritize new project requests; schedule work, prepare analyses and present information and proposals effectively orally and in writing; provide written evaluations of projects and programs.
15. Develop, revise and make recommendations regarding Board Policy and Administrative Procedures within the purview of the Maintenance Department; attend meetings and serve on committees as assigned.
16. Operate a computer and other office equipment.
17. Perform related duties as assigned.
18. Participates in the night and weekend security program, to include appropriate response to alarms and fire and police matters.
19. Follows district policies and procedures.
20. Knows and understands the Mission and Core Values of the district.
21. Participates in district in-service training as required.
22. Performs other related duties as required
23. Prepares scheduled and special reports and analytical studies.
24. Prepares management reports on a scheduled and as needed basis.
25. Participates in the District's emergency testing and training program.
26. Supervises the proper storage and handling of all materials located within the district.

### **SPECIAL REQUIREMENTS**

1. Must use safety equipment and devices designated for this position.
2. Possession and maintenance of a valid California Driver's License desirable; have an acceptable driving record; and be insurable at standard rates by the District's insurance carrier and maintain such insurability during the course of employment.
3. Possession of a current and valid Project Inspector Certification from the Division of the State Architect (DSA) highly desirable.

### **PHYSICAL ABILITIES**

1. Visual ability to read handwritten or typed documents and instructions.

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2. Able to conduct verbal conversation in English.
3. Able to hear normal range verbal conversation (approximately 60 decibels.)
4. Able to stand and walk up to six (6) hours per day.
5. Able to squat, twist, stoop, kneel, and bend up to five (5) hours per day.
6. Able to sit for up to four (4) hours per day.
7. Able to climb slopes, stairs, steps, ramps, and ladders.
8. Able to lift and/or carry up to ten (10) pounds up to six (6) hours per day, and thirty (30) pounds up to four (4) hours per day.
9. Able to push and pull objects weighing up to thirty (30) pounds up to four (4) hours per day.
10. Able to exhibit full range of motion for shoulder external rotation and internal rotation.
11. Able to exhibit full range of motion for shoulder abduction and adduction.
12. Able to exhibit full range of motion for elbow flexion and extension.
13. Able to exhibit full range of motion for shoulder extension and flexion.
14. Able to exhibit full range of motion for back lateral flexion.
15. Able to exhibit full range of motion for hip flexion and extension.
16. Able to exhibit full range of motion for knee flexion.
17. Able to work at various elevated heights in a safe and effective manner.
18. Able to work in restricted spaces in a safe and effective manner.
19. Able to demonstrate manual dexterity necessary to perform fine procedures and operate both manual and power hand tools in a safe and effective manner.
20. Able to operate a variety of powered and manual equipment commonly found in janitorial and services in a safe and effective manner.
21. Able to operate office machines and equipment in a safe and effective manner.
22. Able to operate a motor vehicle in a safe and effective manner.

**TERMS OF EMPLOYMENT:** Twelve-month work year  
Classified Management

**EVALUATION:** Performance of this job will be evaluated in accordance with Board of Education policy on evaluation of Professional Personnel. The Director of Maintenance and Operations will complete the evaluation.

Approved by: Board of Education Date: TBD

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS A  
TOBACCO-FREE, DRUG-FREE WORKPLACE**

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS AN  
EQUAL OPPORTUNITY EMPLOYER**