



Maintenance and Operations Supervisor

JOB SUMMARY:

Under the general direction of the Director of Maintenance, Operations and Facilities, provides leadership, assists and oversees the planning and scheduling of the daily work assignments for all maintenance and operations staff at all District sites; works collaboratively with the site administrators in the supervision of all custodial staff, including staff development; assists in planning, organizing, coordinating, and supervising custodial staff, directly assigning work; supervises Warehouse operations and staff, including ordering of supplies and equipment, and coordinating delivery services; conducts studies of staffing and workloads, provides in-service training for all maintenance and operations employees; works collaboratively with the grounds staff, provides leadership, and is responsible for the upkeep of departmental equipment.

CLASS CHARACTERISTICS:

This is a classified management supervisory position having responsibility for planning and supervising the activities of the Maintenance and Operations staff on a daily basis. This position is accountable for efficient and effective use of assigned staff, supplies, equipment and time to provide optimum customer service. The incumbent is expected to work independently in concert with the objectives, scheduling and general procedures established by the Director of Maintenance, Operations and Facilities.

REPRESENTATIVE DUTIES:

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

Essential Duties:

- Provide technical support, training, and staff development for maintenance and operations staff;
- Ensure the overall safety, security, and sustainability of all district facilities and grounds;
- Collaborate with site principals in assessing custodial performance, evaluate custodial services and respond to training requests during the school year;
- Conduct studies and make recommendations regarding custodial staffing workloads, and needs;
- Inspect school sites and evaluate cleanliness according to established district standards;
- Supervise, schedule and monitor work of all custodial personnel throughout the year;
- Evaluate maintenance and operations staff under supervision, including new and substitute staff;

- Maintain records, files, reports, and present information related to areas of responsibility;
- Assess and make recommendations pertaining to new products and equipment needed to efficiently perform custodial, warehouse and emergency work;
- Ensure that related equipment is maintained in good working condition;
- Establish and maintain effective working relationships with others;
- Coordinate the response to security alarm intrusions and vandalism incidents on an as-needed basis;
- Provide inspection reports and other technical and accountability data to Principals and other managers;
- Assist in planning the assignments for maintenance and operations staff;
- Oversee the operation of the District warehouse, including the ordering of supplies and deliveries to all schools and departments;
- Supervise warehouse and delivery personnel;
- Plan and conduct in-service activities and trainings.

Other Related Duties:

- Ensure timely delivery of stores and requested AV equipment; React to personnel emergencies;
- Assist in the selection, transfer, recognition, discipline of department subordinate staff;
- Assist in the preparation of the department's annual budget;
- Enforce various District policies and work rules;
- Keep current on modern practices in responsibility areas;
- Perform other tasks and assume responsibility as may be assigned by proper authority.

SUPERVISION:

General direction is received from the Director of Maintenance, Operations and Facilities. Supervision is exercised over other employees. May assign work and act on behalf of the Director of Maintenance Operations and Facilities in his/her absence.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Principles, methods, materials and equipment used in the planning of maintenance work orders and methods of maintaining school facilities in a clean and sanitary condition;
- Principles of custodial work, including work load and quality standards;
- Inspection methods, and methods and use of cleaning materials and equipment;
- Principles of supervision and training;
- Requirements for maintaining school buildings, grounds and equipment in a safe, clean and orderly condition;
- Safety rules and regulations;
- Methods, materials, supplies, and equipment used in custodial work;
- Methods of planning and organizing work;
- Basic record keeping techniques;
- Modern office methods, procedures, terms and equipment including a basic working knowledge of the use of personal computers, word processing, spreadsheet, database, email and internet computer applications;

- English usage, spelling, grammar, punctuation and math;
- School District emergency preparedness requirements and procedures.

Ability to:

- Develop and enforce work standards, procedures, and levels of service;
- Plan work assignments, supervise, and evaluate the work of others;
- Direct, train and evaluate custodial and warehouse personnel;
- Work independently with little or no direction;
- Inspect and verify proper and safe work practices and procedures;
- Drive an automobile or light truck to deliver equipment or supplies;
- React appropriately, take charge in emergency situations;
- Evaluate new safety, cleaning products or equipment and make recommendations;
- Perform mathematical computations accurately to maintain records, complete reports or update budgets;
- Direct, compose, or delegate the preparation of records, reports, and other communications;
- Employ progressive disciplinary methods;
- Supervise equipment maintenance;
- Establish and maintain effective interpersonal relationships using tact, patience, and courtesy in a manner that reflects positively on the District;
- Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, parents, teachers, administration and staff;
- Train others in the use of intrusion alarms.

EMPLOYMENT STANDARDS:

Any combination of education, training and experience which demonstrates the ability to perform the duties of the position. A typical qualifying entrance background would include:

Education:

- High school diploma or equivalent;
- Vocational or college level course work relating to maintenance, custodial, warehousing, emergency services or directly related skills is desirable;
- Demonstrated leadership abilities.

Experience:

- Three (3) years of progressively responsible experience in custodial and/or building maintenance preferably in a school district including two (2) years of supervision experience.

Licenses Required:

- Possession of a valid and appropriate California Driver License.

PHYSICAL DEMANDS, WORKING ENVIRONMENT, AND HAZARDS:

Perform both sedentary administrative work in a typical office environment and oversight/inspection work in maintenance and/or construction areas. Mobility sufficient to perform site inspections and

verification of construction work completed. Visual acuity sufficient to read and proof business reports, fiscal ledgers, computer printouts, building or construction plans. Physical dexterity and ability to climb ladders, bend, stoop, also to operate motor vehicles, a personal computer, and other standard office equipment. Ability to occasionally lift, carry, and/or push objects weighing up to 100 pounds, and stand for long periods is required. Ability to communicate clearly and to understand and be understood in normal face-to-face or telephone communication. Has frequent direct contact with the public, employees, contractors and trade workers, occasionally in difficult interpersonal situations. Frequently works with high volumes and tight deadlines without guidance from supervisor. Environmental conditions will be indoors and outdoors, sometimes inclement weather. Noise levels will be generally moderate, although may at times be loud, but will remain within acceptable levels for the trade. Employment contingent upon passing a physical and back evaluation test. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

SALARY RANGE

Range M51

Management/Confidential Unit

Last revisions 5/98

Reactivation and Revisions Effective: 11/12/15

Job Description Review and Revisions Effective: 4/13/17