



# CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

## Job Class Description

| <b><u>MAINTENANCE SUPERVISOR</u></b> |  |                         |                      |
|--------------------------------------|--|-------------------------|----------------------|
| <b>DEPARTMENT/SITE:</b>              | Facilities, Maintenance, & Operations                                  | <b>SALARY SCHEDULE:</b> | Supervisors'         |
|                                      |  | <b>SALARY RANGE:</b>    | 08                   |
|                                      |  | <b>WORK YEAR:</b>       | 12 Months (260 Days) |
| <b>REPORTS TO:</b>                   | Director of Facilities, Maintenance, & Operations or assigned designee | <b>FLSA:</b>            | Non-Exempt           |

**BASIC FUNCTION:**

Plan, coordinate, and supervise the day-to-day operations of the District’s maintenance department; perform field inspections and walk-throughs; train, supervise, and evaluate the performance of assigned staff. The incumbent in this classification assists in supporting students by supervising the department to ensure safe and healthy learning/work environments for staff and students which directly supports student learning.

**ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**

*The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.*

Plan, coordinate, and supervise the day-to-day operations of the District’s maintenance department, including a variety of trade shops and multiple skilled-trades crews such as HVAC & R, welding, electromechanical, small engine, plumbing, electrical, carpenter, locksmith, painting, roofing, etc.

Train, supervise, and evaluate the work of assigned staff; interview and select staff, as assigned.

Plan, prioritize, and schedule maintenance activities based on work order requests; develop and prepare work schedules; prioritize and coordinate duties and assignments of trades crews; work with administrators and others to coordinate and schedule maintenance and repair work.

Determine maintenance and repair needs of the District; prepare cost, time, and labor estimates; prepare plan and material lists to effectively schedule work.

Assist in developing, preparing, and/or reviewing plans, specifications, and bids for maintenance activities, including routine and preventative maintenance projects, construction, repairs, alterations, renovations, etc.; coordinate and inspect the work of outside contractors working on designated projects.

Inspect work performed by staff to ensure quality standards and compliance with established standards; ensure efficient and effective workflow and facilitate operations; adjust work schedules and priorities as necessary.

Develop and implement safety standards and procedures; instruct staff in safe work practices; ensure compliance with applicable local, state, and federal rules, regulations, and laws as well as policies, procedures, and objectives of the District related to assigned activities.

Establish and maintain effective work relationships with District and site administrators, personnel, vendors, contractors, the general public, and others to coordinate services, supplies, and materials.

Respond to routine and emergency calls district-wide during and after regular school hours.

Attend and conduct a variety of meetings and trainings, including ongoing employee training programs to ensure proper techniques, injury prevention, and efficiency.

Drive a vehicle to various sites throughout the workday to conduct work, as necessary.

Maintain a variety of records and prepare reports related to assigned activities; prepare purchase requisitions, work orders, etc., as needed.

Operate a variety of tools and equipment, including a computer and office software, as assigned.

Coordinate and monitor maintenance operations to ensure compliance with established safety and sanitation standards, guidelines, and regulations; implement safety standards; evaluate safety and sanitation systems and hazards; standards and procedures; modify standards, guidelines, policies, and procedures as appropriate.

Perform classification-related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Technical aspects of fields of specialty.
- Methods, techniques, quality standards, supplies, tools, and equipment applicable to construction, maintenance, and repair of buildings.
- Applicable building codes, ordinances, fire regulations, and health and safety regulations.
- Principles and practices of supervision and training.
- District evaluation practices and procedures.
- Scheduling and coordinating activities of work crews.
- Proper methods of storing equipment, materials, and supplies.
- Recordkeeping for maintenance activities.
- Interpersonal skills using tact, patience, and courtesy.
- Computer, assigned software, and mobile device operations.
- Correct English usage, spelling, grammar, and punctuation.
- Basic math, including calculations using fractions, percentages, and/or ratios.

**ABILITY TO:**

- Plan, organize, and supervise maintenance department activities.
- Read plans and specifications and prepare cost estimates.
- Operate tools and equipment skillfully and safely.
- Perform fundamental mathematic calculations.
- Oversee and inspect contract work.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Understand and carry out oral and written instructions.
- Work effectively, both independently and as a member of a team.
- Analyze situations accurately and adopt an effective course of action.

Prepare and maintain records and reports.  
Analyze budget expenditures and provide recommendations for revision and future requirements.  
Meet schedules and deadlines.  
Be physically able to maintain a rigorous work schedule.  
Operate computer, assigned software, and standard office equipment.  
Operate vehicles and equipment safely.  
Adhere to safety practices.  
Compose a variety of documents.  
Consider a variety of factors when using equipment.  
Read and process a variety of manuals and write documents following prescribed formats.  
Interview, select, train, supervise, and evaluate the performance of assigned personnel.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to graduation from high school, at least five (5) years of progressively responsible experience in one or more of the building or maintenance trades, with a minimum of two (2) years of supervisory experience.

**LICENSES AND OTHER REQUIREMENTS:**

Must possess a valid California Driver's License and ability to qualify and maintain qualification for District vehicle insurance coverage.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office and outdoor environment.  
Seasonal heat and cold or adverse weather conditions.  
Driving a vehicle to conduct work.  
Afternoon and evening hours, as necessary.  
Subject to fumes, dust, odors, oil/grease, and biohazards.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information in person and on the telephone.  
Sitting and standing for extended periods of time.  
Walking over rough or uneven surfaces to conduct inspections.  
Seeing to read and perform primary functions of classification and view computer screens.  
Dexterity of hands and fingers to operate power tools, a computer and other equipment.  
Stooping, bending, kneeling, crawling, and/or crouching to inspect work.  
Reaching overhead, above the shoulder,s and horizontally to retrieve and store files and supplies.  
The majority of work is light to medium and may require routinely lifting or moving up to 50 pounds and occasionally lifting and/or moving up to 100 pounds with the use of hand trucks or other equipment.  
Operate vehicle to conduct work.  
Climbing ladders and working from heights.  
Sufficient stamina to perform duties of a rigorous work schedule, which includes lifting, loading, and unloading.

**HAZARDS:**

Operating machinery and hand tools having moving parts.  
Regular exposure to working near moving mechanical parts, electrical power supply and high voltage, poor ventilation, fumes, chemicals, solvents, dust, dirt, odors, loud noise, and vibrations.  
Working from heights.  
Traffic hazards.

**CLEARANCES:**

Criminal Justice Fingerprint / Background

Tuberculosis

Pre-placement Physical and Drug Screen

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**JOB CLASS HISTORY**

Approved:

Retired 07/92; Reinstated 06/98; Abolished 12/00; Reinstated 07/26/18

Revised: 11/24 (EH&A / MGT Consulting) / GB: 05/13/2025; PC 03/27/2025