

**CAJON VALLEY UNION SCHOOL DISTRICT
PERSONNEL COMMISSION**

CLASS TITLE: MAINTENANCE SUPERVISOR

BASIC FUNCTION:

Under direction of the Director-Facilities, Maintenance and Operations, 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.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

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; assure 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; assure 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 program 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.

OTHER DUTIES:

Perform related duties as assigned.

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.

Oral and written communication skills.

Computer, assigned software and mobile device operations.

ABILITY TO:

Plan, organize and supervise maintenance department activities.

Supervise, train and evaluate the work of assigned personnel ~~others~~.

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 effective lines of communication and working relationships.

Understand and carry out oral and written instructions.

Work independently with limited direction.

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, including mobile phone.

Operate vehicles and equipment safely.

EDUCATION AND EXPERIENCE:

Any combination of education, training, and/or experience which demonstrates ability to perform the required duties. A typical qualifying background would include at least five years progressively responsible experience in one or more of the building or maintenance trades, with a minimum of two (2) years supervisory experience.

LICENSE:

Valid California Driver's License and ability to qualify and maintain qualification for District vehicle insurance coverage.

WORKING CONDITIONS:

ENVIRONMENT:

Office and outdoor environment, including exposure to wet and/or humid conditions
Driving a vehicle to conduct work.
Afternoon and evening hours, as necessary.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.
Sitting and standing for extended periods of time.
Walking over rough or uneven surfaces to conduct inspections.
Seeing to read a variety of materials and observe work needs, progress and completion.
Dexterity of hands and fingers to operate a computer and other equipment.
Stooping, bending, kneeling, crawling and/or crouching to inspect work.
Reaching overhead, above the shoulders and horizontally.
Regularly lift and/or move up to 75 pounds and occasionally lift and/or move more than 100 pounds with assistance.
Operate vehicle to conduct work.
Climbing ladders to inspect work.
Sufficient stamina to perform duties of a rigorous work schedule, which includes lifting, loading, and unloading.
Pass a physical examination and drug screening certifying this ability.

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.
Climbing ladders and working at heights.

CLEARANCES:

Criminal Justice Fingerprint /Background
Tuberculosis
Pre-placement Physical and Drug Screen