

## **CENTER JOINT UNIFIED SCHOOL DISTRICT**

**JOB TITLE:** Maintenance and Operations Supervisor

### **DESCRIPTION OF BASIC RESPONSIBILITIES**

Under the direction of the Director of Facilities and Operations, the Maintenance and Operations Supervisor will organize, manage and direct day-to-day activities of the maintenance, grounds, warehouse and custodial departments; train, supervise, inspect and participate in the activities and performance of assigned staff.

**SUPERVISOR:** Director Facilities & Operations

### **ESSENTIAL FUNCTIONS:**

1. Train, supervise and evaluate the performance of assigned staff; recommend disciplinary actions as needed and recommend transfers, reassignments, terminations, promotions and other personnel actions as appropriate.
2. Participate in selection and evaluation of assigned employees.
3. Coordinate, prioritize, assign and supervise the work of the maintenance, grounds, warehouse and custodial employees; oversee maintenance and operations personnel as assigned for the purpose of maximizing the efficiency of the work force and meeting shift requirements.
4. Instruct staff regarding safe work methods and procedures; assure compliance with Cal OSHA and applicable safe work practice standards; monitor OSHA regulations and standards and communicate updates to staff.
5. Provide safety and skill training for Maintenance and Operations staff.
6. Prepare and maintain records of staff vacation and time-off schedules within the unit ensuring proper reporting of time worked and absences.
7. Confer with the Maintenance and Operations workers to review plans for minor building enhancements and other work.
8. Assist in development and planning of the annual budget for Maintenance and Operations; oversee department budgets (e.g. deferred maintenance, summer projects) for the purpose of maximizing expenditures and ensuring proper use of monies.
9. Prepare and maintain records, files, logs and reports related to personnel, inventory work requests, work performed, safety issues and other reports related to assigned activities.
10. Perform annual site inspections, emphasizing enforcement of health and safety standards.
11. Prepare, inspect, and review surveys and estimates for maintenance repairs and building modifications at various sites; inspect facilities, systems and their components for the purpose of identifying necessary repairs.
12. Estimate projects in terms of labor and materials; collect data to support cost estimates for repair projects and submit to supervisor; order and purchase

- materials according to established guidelines; manage budgets; maintain material inventories; provide monthly and annual labor and material cost report.
13. Schedule work with contractors for the purpose of organizing timely maintenance.
  14. Approve requests for supplies and equipment and authorizations for payment for the department.
  15. Monitor District premises and facilities for the purpose of ensuring welfare of students and staff and/or minimizing loss and/or liability.
  16. Confer with District personnel regarding maintenance needs, projects and work order status; respond to inquiries and provide requested information with efficiency and courtesy; resolve complaints in a timely manner.
  17. Visit sites on a regular basis to confer with Site Administrators and Lead Custodians to monitor progress of maintenance, grounds, and custodial work being done by the department and contractors.
  18. Operate a variety of maintenance and construction tools and equipment; respond to emergency and non-emergency calls as needed; oversee 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.
  19. Prepare building/maintenance supply and equipment orders.
  20. Identify and report site structure maintenance and repair needs; submit related work requests; manage programs for regular preventative maintenance on all facilities and equipment.
  21. Manage District Safety Program and On-Call Response Program to insure continued effectiveness (Security & Twin Rivers PD); review safety plans; oversee site drill requirements; respond to emergency situations to resolve immediate safety concerns.
  22. Respond to emergency situations for the purpose of resolving immediate safety concerns such as flooding, storm damage, fire damage, and tree hazards, including after-hours emergencies as directed.
  23. Investigate complaints concerning Maintenance & Operations Department personnel and practices and make recommendations as appropriate.
  24. Perform other duties as required.

### **EMPLOYMENT STANDARDS:**

#### **Knowledge of:**

- Policies and procedures affecting Maintenance, Grounds, Warehouse and Custodians;
- Technology designed to handle the maintenance work order and preventative maintenance programs;
- Methods, practices, equipment, and supplies used in the maintenance and building trades and groundskeeping work;
- Safe working practices for facilities, maintenance, and operations; and
- Proper grammar and English when communicating orally and in writing.

### **Ability to:**

- Organize and efficiently coordinate the work of others in the implementation and evaluation of Maintenance and Operations activities;
- Develop systems designed to move a concept or idea to the achievement of a desired result;
- Meet and maintain the physical requirements necessary to perform assigned job duties in a safe and effective manner;
- Maintain effective work relationships with those contacted in the performance of required duties;
- Work independently and make appropriate common sense decisions;
- Oversee the activities of a comprehensive maintenance program;
- Select, supervise, organize, train and evaluate staff;
- Prepare specifications and estimate resource expenditures, including budgetary needs;
- Prepare clear and concise reports, interpret and apply Federal, State and local policies, laws and regulations;
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals;
- Communicate with District officials and the public clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work;
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating assigned equipment and vehicles; and
- Maintain mental capacity, which allows for effective interactions and communication with others.

### **EDUCATION, EXPERIENCE AND REQUIREMENTS:**

- High School Diploma or equivalent.
- 5 Years experience in one of the department trades.
- Supervision and management experience preferred.
- TB Test clearance.
- Criminal Justice Fingerprint clearance.
- All other requirements by law or regulation.

### **PHYSICAL CHARACTERISTICS:**

- Sufficient vision to inspect small print.
- Sufficient hearing to converse in normal and telephone conversations.
- Ability to communicate in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and in addressing groups.
- Physical, mental and emotional stamina to endure long hours under sometimes stressful conditions.

- Sufficient physical mobility to move about the District.