

MAINTENANCE SUPERVISOR

BASIC FUNCTION

Under general direction, to coordinate, supervise, and participate in the construction, repair, and maintenance of District facilities, systems, and equipment; to inspect, review and evaluate the District maintenance operational functions and activities; to provide technical input concerning complex or unusual maintenance matters; to oversee the district' to assist in determining priority of work orders, ordering stock, material, and supplies; and to do other related work as required.

ESSENTIAL JOB FUNCTIONS

- Establishes priorities, organizes, schedules, coordinates, supervises and participates in the work functions of the maintenance, repair and construction operation.
- Inspects and reviews maintenance work sites, school facilities and office buildings to ensure against safety hazards and improper preventative maintenance.
- Inspects and evaluates school facilities and office buildings, to determine repair and refurbishing needs.
- Reviews work orders and major project plans, and aids in the coordination of manpower resources and material allocations.
- Assists in the planning, development and conduct of orientation and in-service training programs for maintenance personnel.
- Confers with District and site personnel and others regarding maintenance, repair and construction projects, and serves as a liaison to vendors and contractors providing service to the District.
- Oversees the district's asbestos management program.
- Assists in the budget planning and expenditure activities.
- Reviews supply, material and equipment requests and recommends acquisition of needed stock in order to maintain an appropriate inventory.
- Maintains a variety of records pertaining to the maintenance operational process, which may include cost estimates of time and material, personnel service time and performance evaluation data.
- Assists skilled craft and general maintenance personnel in arriving at alternative solutions to unusual and unforeseen problems, issues and concerns.
- Advises district personnel on custodial programs and activities.
- May perform highly technical and skilled maintenance craft functions.
- Establishes schedules for ongoing preventive maintenance and equipment replacement.
- Drives a service vehicle to and from work sites.

JOB REQUIREMENTS – QUALIFICATIONS

Skills, Knowledge and/or Abilities Required:

Skill to:

- Operate the variety of tools and equipment utilized in the performance of installation, repair and maintenance of electrical systems, plumbing systems, heating and air conditioning systems or other skilled crafts.
- Organize, assess and instruct assigned personnel.
- Operate a computer.
- Use, care and disposal of common fertilizers, insecticides and herbicides.
- Principles of organization and supervision.

Knowledge of:

- Methods, techniques, supplies, materials and equipment utilized in school facility and building maintenance, repair and construction.
- Principles, methods and techniques of organization and supervision of personnel.
- Legal mandates, policies, regulations and guidelines pertaining to the maintenance, repair and construction of school facilities, office buildings and equipment.

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- Rules and regulations related to the management, and disposal of asbestos containing materials and fixtures.
- Safe working methods and procedures.

Ability to:

- Guide and supervise assigned maintenance workers and perform technical tasks.
- Interpret blueprints, plans, drawings, schematics and other data pertaining to the maintenance, repair and construction of school facilities, office buildings and equipment.
- Maintain a comprehensive data management, storage and retrieval system.
- Effectively serve as a liaison to contractors and vendors performing District service.
- Accurately estimate cost of repair and construction of facilities.
- Communicate effectively in oral and written form.
- Understand and carry out oral and written directions with minimal accountability controls.
- Establish and maintain cooperative working relationships.
- Work courteously and tactfully with co-workers, public, pupils and parents and promotes team building and a positive work environment.
- Adapt easily to work assignments, additional priorities, and new procedures.
- Receives constructive criticism and modifies work appropriately.
- Work without close monitoring and meet deadlines.
- Identify needs and solve problems independently as appropriate.
- Suggests procedural improvements to supervisor as appropriate.
- Skillful in handling difficult situations using good judgment.
- Maintain high level of professionalism in keeping the needs of customers a top priority.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 75 to 100 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work may involve ascending and descending ladders, stairs, scaffolding, and ramps, and will involve reaching, bending, stooping, walking or standing for extended periods.
- Perceiving the nature of sound, near and far visual acuity, depth perception, providing oral information, the manual dexterity to operate equipment and use hand tools, and manipulate and handle various materials and objects that are important aspects of this job.
- Exposure to hot, cold, wet, humid, dusty or windy conditions caused by weather may occasionally be experienced as well as exposure to pollen and toxic chemicals.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION REQUIREMENT

Any combination of experience and training that would provide the required knowledge and skill may be qualifying. A typical way to obtain the required knowledge and skill would be:

Experience:

Four years of experience supervising journeyman level craft areas pertaining to the maintenance, repair and construction of school facilities, office buildings and equipment.

Education:

Equivalent to the completion of the twelfth grade, supplemented by advanced training or coursework in one or more of the maintenance craft areas, organization and supervision, or a closely related area.

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LICENSE AND/OR CERTIFICATE REQUIREMENT

- Possession of a valid California Motor Vehicle Operator's License.
- Asbestos Certification

CONDITION OF EMPLOYMENT

- Insurability by the District's liability insurance carrier.
- May receive additional ACBM training.