



PERSONNEL COMMISSION

Class Code: 0531
Salary Range: 38 (S1)

MAINTENANCE SUPERVISOR

JOB SUMMARY

Under general supervision, plan, organize and supervise assigned crews or individual personnel engaged in general construction, repair and maintenance of school equipment, facilities and properties; work independently on one or more maintenance projects; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Plan, organize and supervise the work of journey-level personnel and Building Maintenance Workers assigned to a maintenance crew. **E**
- Assign, train and evaluate personnel in the proper performance of duties, safe and efficient work methods and practices and appropriate care and use of trade construction equipment. **E**
- Plan preventive maintenance, maintenance, or repair work or programs. **E**
- Estimate quantity and cost of materials, equipment and labor needs required for projects, including preparation of documents to submit to various agencies. **E**
- Prepare reports such as work to be performed, irregularities or noncompliance with a construction project and progress of assigned construction and repair jobs. **E**
- Place orders for materials, parts, tools and equipment utilized. **E**
- Maintain records of job costs. **E**
- Inspect equipment and vehicles for safety; drive a District vehicle to conduct work. **E**
- Inspect the use, construction, alteration or repair of buildings and structures. **E**
- Inspect and report upon materials delivered to building sites as to their compliance and conformity with authorized plans and specifications. **E**
- Check plans and specifications. **E**
- Arrange for or make necessary tests or inspections. **E**
- Meet with faculty, administrators, or other personnel including contractors to resolve situations that arise with maintenance activity work. **E**
- Schedule use of service equipment on the job such as tractors, air compressors, ditch diggers, trucks and backhoes. **E**
- Schedule and coordinate contract maintenance and repair of service equipment. **E**
- Supervise phases of maintenance work to assure health and safety precautions are observed. **E**

- Coordinate contract or accomplished work to assure it is performed in compliance with specifications and meets appropriate quality standards. ***E***
- Schedule and assign personnel to inspect contractor-provided services. ***E***
- Read, interpret, and work from plans, blueprints, sketches, drawings, and specifications. ***E***
- Attend and participate in meetings, conferences and workshops to maintain current knowledge of industry trends and laws, codes, rules and regulations related to assigned activities. ***E***
- Operate a computer and assigned software. ***E***
- Respond to emergency calls as necessary.

*Note: At the end of some of the duty statements there is an italicized **E** which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

DISTINGUISHING CHARACTERISTICS

The Maintenance Supervisor may be assigned several crews, or individuals, working at various locations performing tasks which accomplish general constructions, repair and maintenance of school equipment, facilities and properties; may work independently on one or more projects involving complex maintenance programs, budget analysis, new construction or building repair projects, etc.

An incumbent typically will supervise journey-level craft workers, equipment operators, or drivers and skilled, semiskilled or unskilled workers in various other crafts relating to the construction, maintenance and repair of school facilities, property and equipment.

EMPLOYMENT STANDARDS

Knowledge of:

General principles of supervision and training.
Principles, practices, tools, equipment and materials used in performing a wide variety of construction, repair, and maintenance work.
Appropriate safety precautions and procedures.
Applicable city, county, state and federal building codes and regulations.
Requirements of maintaining buildings and facilities in good repair.
Procedures and practices relating to school building maintenance and construction.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Basic record-keeping and report preparation techniques.
Operation of a computer and assigned software.

Ability to:

Plan, organize, inspect and supervise the work of others.
Estimate costs of repairs, construction work, and labor requirements.
Maintain records and prepare reports.

Schedule work and utilize assigned personnel effectively.

Read, interpret and work from plans and blueprints, sketches, drawings and specifications.

Use surveyor transit and level to shoot grades.

Maintain current knowledge of new developments in field and apply to tasks and jobs.

Operate a vehicle observing legal and defensive driving practices.

Operate a computer and assigned software.

Communicate effectively orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Education and Training:

Graduation from high school and completion of an approved apprenticeship program in one or more of the maintenance trades.

Experience:

Three years of experience in the delivery of services involving the maintenance, repair and construction of facilities and building equipment systems in a large organization. Experience in a lead or supervisory capacity is highly desirable.

Any other combination of training and experience which is likely to provide the desired knowledge and abilities may be considered.

SPECIAL REQUIREMENTS

Valid California Class C driver's license.

An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the district's safe driving record standards. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing.

An incumbent in this class may be required to wear protective clothing, gear and equipment as required by law.

WORKING ENVIRONMENT

Indoor and outdoor environment.

Driving a District vehicle to conduct work.

Exposure to dust, fumes and odors.

PHYSICAL DEMANDS

Hearing and speaking to exchange information.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to perform inspections and read a variety of materials.

Reaching overhead, above the shoulders and horizontally.

Bending at the waist, kneeling, crawling or crouching.

Sitting or standing for extended periods of time.

Climbing ladders to inspect work.

Lifting, carrying, pushing or pulling 40 pounds with frequent lifting or carrying of objects weighing up to 60 pounds.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

7/84

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