



# Sequoia Union High School District

## Job Description

<b>JOB TITLE:</b>	<b>Maintenance Supervisor</b>
<b>REPORTS TO:</b>	Director of Purchasing
<b>CLASSIFICATION:</b>	Classified
<b>SALARY SCHEDULE:</b>	24.5
<b>WORK - YEAR / HOURS:</b>	12 months
<b>LOCATION:</b>	District
<b>BOARD APPROVAL:</b>	November 5, 1997

### DEFINITION

Under direction, to plan, organize and supervise District programs and staff responsible for skilled crafts work in the areas of carpentry, plumbing, electrical work, painting, locksmithing, and vehicle and equipment repair and maintenance; to participate in annual budget development, and provide and account for materials, equipment and supplies; and to perform related work as assigned.

### DISTINGUISHING CHARACTERISTICS

This is a single position classification with full supervisory responsibility for skilled maintenance work at all District sites related to buildings and equipment.

### EXAMPLES OF DUTIES

- Plans, organizes and supervises the work of skilled staff directly and through lead workers;
- Prioritizes and assigns work, schedules employee workshifts, overtime, vacation, sick leave coverage and related, and reviews and approves time sheets;
- Oversees training of employees in work procedures, standards and safety practices, and review of work in progress or upon completion for compliance with standards;
- Interviews and recommends selection of job applicants, appraises employee performance, conducts informal counseling on work issues, and prepares documentation and recommends discipline and improvement plans for deficiencies, with input from leadworkers;
- Coordinates with the maintenance and operations manager, site administrators, and others regarding repair and improvement projects and priorities; inspects and monitors of work performed and areas of responsibility to identify safety issues and needed work;
- Evaluates technical and personnel issues, develops alternatives, resolves conflicts, and implements effective courses of action;
- Conducts staff meetings and coordinates the work of different trades and crafts; prepares plans for major projects including estimating hours, equipment and materials;
- Oversees or performs the ordering of supplies and equipment and maintenance of inventory;
- Identifies needed equipment, supplies, projects and vendor services for annual budget development;
- Oversees or performs the development of preventive maintenance and service schedule
- Prepares and maintains a variety of logs and records related to division operations, use of budgeted

resources, and work performed; work of contractors;

- Oversees and maintains the energy management system;
- Calculates square footage on new construction for collection of school impact fees.

## **QUALIFICATIONS**

### Knowledge of:

Principles and practices of supervision including work planning, direction, and personnel practices.  
Methods, materials, tools and equipment involved in carpentry, painting, electrical, plumbing, locksmithing, and equipment repair and maintenance.

National and local building codes and regulations as applies to school sites.

Basic practices and procedures of budgeting.

Safety and safe working practices for building trades work including equipment operation and safe use of chemicals.

### Skill in:

Planning, organizing, scheduling, assigning and reviewing the work of others, directly and through lead workers.

Training, instructing, appraising and counseling employees.

Maintaining records and preparing reports pertaining to the work of the group.

Evaluating and developing plans, procedures, standards, and methods for skilled maintenance work.

Establishing and maintaining effective working relationships with staff, managers, and vendors and suppliers.

Monitoring budgets, and establishing and monitoring contracts for services and supplies.

Exercising independent judgement and decision-making.

A typical way of gaining the knowledge and skills outlined above is:

Equivalent to graduation from high school and three years of journey level experience in one or more of the building trades, including at least one year in a lead or supervisory capacity.

## **PHYSICAL REQUIREMENTS**

The physical abilities required of this classification may include the following:

- Vision sufficient to inspect conditions of facilities, equipment and systems, and prepare and review diagrams and paperwork.
- Walking, bending, stooping, kneeling and climbing to inspect work.
- Speech and hearing sufficient to provide information, discuss needed work, and provide instructions and training.
- Motor skills to operate District vehicles.
- Work in exposure to noise, fumes, weather, moving equipment and machinery in the course of inspecting and supervising work.

## **OTHER REQUIREMENTS**

Must possess a valid California driver's license and have a satisfactory driving record; must be willing to remain on 24 hour call for emergencies.