

ORANGE UNIFIED SCHOOL DISTRICT

MAINTENANCE SUPERVISOR

DEFINITION

Under administrative direction plans, coordinates, manages and supervises the maintenance program including, but not limited to, maintaining existing facilities and equipment and all required modifications position of is existing facilities and equipment, oversight of preventive and deferred maintenance projects/activities, and to do other related functions as required. This position is directly responsible to the Assistant Director of Maintenance and Operations.

DISTINGUISHING CHARACTERISTICS

This position classification requires expertise in a variety of the building trades; budget planning and maintenance of costs within prescribed budget allocations; short- and long-range planning for utilization of facilities, staff and equipment; and providing support to the District's educational programs. The job requires the ability to analyze, develop and offer alternative problem solutions to facilities, maintenance and preventive maintenance issues and concerns. Decisions are made by the incumbent that have a critical impact on the District goals, the organization and administration of District programs and services. The position classification has supervisory responsibility to assist in the planning, selection, assigning, reviewing and evaluating the quality and quantity of work of technical and clerical employees.

This position classification performs work that involves sitting a portion of the time and lifting, up to one hundred (100) pounds, and does require walking and standing for extended periods of time. This position requires accurate perceiving of sound, near and far vision, depth perception, unlimited mobility, working with mechanical equipment and providing oral information and direction.

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

ESSENTIAL DUTIES

Plans and directs the work involved in the maintenance activities on school properties and related facilities; receives, approves and schedules District requests and work orders for alteration, repair, maintenance or remodeling of buildings and equipment; prepares specifications and submits cost estimates of proposed work activities; determines and initiates the proper action to be taken to effectively and expeditiously complete work in accordance with school policy, sound maintenance practices and priority and urgency of operations; establishes and maintains a preventive maintenance program; conducts routine and periodic inspections of schools and facilities; analyzes needs and makes recommendations for procurement of materials and supplies; supervises building and grounds maintenance inventory control activities; provides in-service training for maintenance personnel on new equipment and work methods; conducts safety inspections, accident investigations and training programs to create a safe environment; develops an annual priority list for maintenance of buildings; prepares and submits reports as required; participates in District in-service programs and meetings as required.

QUALIFICATIONS

Knowledge of:

- Principles, practices, trends, goals and objectives of school construction and maintenance including preventive maintenance, cost estimating and control;
- Methods, equipment and materials used in the building and construction trades on commercial and residential construction;
- Maintenance of office, shop, construction and related equipment;
- Laws affecting the construction and repair of school buildings, structures and controlling expenditures;
- Personnel management, supervision and training;
- Record keeping, costing and reporting;
- Basic English usage, writing and math.

Ability to:

- Participate in decisions involving the recommendation of employment, promotion, demotion, transfer, retention, recognition, discipline, dismissal of personnel.
- Plan, organize, and schedule a volume of work activities and staff;
- Prepare and interpret working drawings, plans, and specifications;
- Supervise, and evaluate personnel;
- Confer with school and District administrators regarding objectives, services and programs;
- Estimate project costs, plan and control expenditures so as to be cost effective and cost beneficial;
- Evaluate and analyze problems and concerns; recommend appropriate alternative solutions and make effective and timely decisions;
- Understand and communicate effectively in oral and written form;
- Utilize various computer software programs;
- Maintain cooperative working relationships with those contacted in the course of work;
- Keep accurate records and prepare reports as required.
- Operate a computer and related software including MS Office applications
- Communicate effectively to staff and Directors
- Perform other duties as assigned

TRAINING AND EXPERIENCE

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

Training and Experience: Equivalent to high school graduation; eight (8) years of experience and formal training in construction and maintenance methods, management and supervision. Extensive experience in manpower, material and equipment scheduling with in-depth knowledge of construction methods, equipment and materials; a minimum of three (3) years of which

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have been at a responsible supervisory level, preferably specific to the educational sector. Successful comprehensive school district facilities management experience is highly desirable.

OTHER REQUIREMENTS

License Requirement

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

Condition of Employment

Insurability by the District's liability insurance carrier.

Work Environment

While performing the duties of this job, the employee will continuously work inside or outside. Occasionally the employee must be able to meet deadlines with severe time constraints and interact with other workers. The employee has direct responsibility for the safety, well-being and work output of others. The noise level in the environment can be loud and occasionally very loud.