

**BERRYESSA UNION SCHOOL DISTRICT
CLASSIFIED POSITION DESCRIPTION**



JOB TITLE: MAINTENANCE SUPERVISOR

Job Purpose Statement/s: Under the direction of the Director of M.O.T., provides technical and administrative support services in connection with deferred maintenance, routine maintenance; provides direction to staff working in the various capacities within the department; performs other related duties as assigned.

Essential Job Functions:

- Provides leadership on a daily basis and work with staff to ensure a high-performance, customer service-oriented work environment that supports the department and the School District's mission, strategic plan, objectives and values.
- Provides direction to custodial services, grounds maintenance, and regarding the utilization of District equipment.
- Establishes standards of work performance and evaluates results of District employees and contractors.
- Under the direction of the Director, administers the District deferred and preventive maintenance programs.
- Provides training programs for personnel.
- Provides technical and professional assistance to School District administrators and staff regarding maintenance procedures and standards.
- Makes recommendations to the Deputy Superintendent of Administrative Services.
- Provides direction to personnel regarding methods and procedures of work, supply and equipment requirements, and operational problems and conflicts.
- Under the direction of the Director of M.O.T. ensures compliance with Division of Occupational Safety and Health (Cal/OSHA).
- Advises on and approves work requisitions.
- Provides information to the Director of M.O.T. about stock, materials, manpower needs.
- Coordinates special events operations requiring preparation of facilities.
- Participates in workshops and in-services as required.
- Prepares work assignments, schedules workload, and supervises progress.
- Works closely with building inspectors on District construction projects.
- Implements building maintenance program and supervises maintenance and grounds staff.
- Implements preventative maintenance program for buildings and grounds.
- Responds to School District emergencies as required.
- Performs related duties as assigned.

Job Requirements – Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience Requirements:

- High School Diploma or Equivalent.
- Possess first-hand experience in the field of maintenance, landscaping, and custodial services.
- Experienced in several of the shop and construction trades.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Skills, Knowledge, and Abilities:

KNOWLEDGE OF:

**BERRYESSA UNION SCHOOL DISTRICT
CLASSIFIED POSITION DESCRIPTION**



JOB TITLE: MAINTENANCE SUPERVISOR

- Effective management techniques.
- Methods, materials, and equipment used in the various crafts, including carpentry, plumbing, painting, electrical work, and heating/air conditioning.
- Modern methods of landscape design and planting.
- Modern techniques for care and cleaning of buildings.
- Safety rules and regulations applicable to school buildings, operations, and equipment.
- Interpersonal skills using tact, patience and courtesy.
- Business letter and report writing techniques.
- Related codes or regulations including health, safety, hazardous materials and toxic chemicals as they are required in application to maintenance.
- Legal mandates, applicable sections of the Education Code, District policies and regulations, general public sector laws, practices and procedures and financial and statistical record-keeping techniques.
- Principles, trends, methods, strategies, practices and procedures pertaining to supervision and training.

ABILITY TO:

- Plan, organize, direct and manage systems.
- Analyze organizational problems, develop alternative solutions and make/recommend sound and timely decisions.
- Maintain confidentiality of records and privileged communications
- Communicate effectively both orally and in writing.
- Establish and revise priorities of daily work and long term projects.
- Effectively organize, coordinate and oversee work activities.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Analyze situations accurately and adopt an effective course of action.
- Work independently with little direction.
- Meet schedules and timelines.
- Operate a computer terminal to enter data, maintain records and generate reports
- Work cooperatively with others.
- Ability to work in a multi-tasked, fast-paced environment.
- Must be physically fit to lead and participate in a variety of vigorous activities.

Working Conditions:

ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Indoor and outdoor work environment.
- Subject to driving to off-site locations to conduct work. The noise level in this environment is quiet too loud depending upon the activity in the particular part of the day.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be enable individuals with disabilities to perform the essential functions.

Hearing and speaking to exchange information in person and on the telephone; clarity of vision to read documents, prepare documents, and proofread documents, perform assigned duties; sitting for extended

**BERRYESSA UNION SCHOOL DISTRICT
CLASSIFIED POSITION DESCRIPTION**



JOB TITLE: MAINTENANCE SUPERVISOR

periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist; reaching overhead, above the shoulders, and horizontally, to retrieve and store files and supplies; lifting light objects.

Mobility to stand, stoop, reach and bend; mobility of arms to reach and dexterity of hands to grasp and manipulate small objects; stand and sit for long periods; walk long distances; occasional lifting, pushing and/or pulling of objects which may approximate 50 pounds and may occasionally weigh up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust vision. Speaking ability to deliver public presentations.

Licenses, Certifications, Bonding, and/or Testing Requirements:

- Criminal Justice Fingerprint Clearance.
- Valid California Driver's License.
- Tuberculosis Clearance.

Reports to: Director of Maintenance Operations & Transportation

Work Year: 225

Salary Placement: Classified Management Salary Schedule - Range: B

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's Policy on the evaluation of Management Team members.

Board Approved: January 19, 2016