

**MAINTENANCE SUPERVISOR  
JOB DESCRIPTION – CLASSIFIED MANAGEMENT**

**POSITION OVERVIEW**

Under general direction, supervise, inspect, schedule and evaluate the work of the skilled maintenance workers, Gardner/Utility workers, Athletic Field Grounds Worker(s), HVAC Mechanics, Auto Mechanic(s) and custodial personnel; perform related duties and responsibilities as required.

**REPRESENTATIVE DUTIES**

Coordinates, schedules, supervises and inspects the work performed by personnel in the proper and safe use of materials and equipment. Participate in, coordinate and conduct professional development activities. Individual will work hand-in-hand with the designated administrator or manager to coordinate repairs, preventive/programmed maintenance and all other facilities-related projects.

**Service Requests:**

1. Monitors the volume, type and status of requests daily;
2. Submits a weekly summary of activity; follows up on second requests, customer/staff concerns regarding process or quality of work, and requests that have exceeded standard completion times or announced schedules;
3. Reviews cumulative service request data to assess demand level, workload distribution, and trends; prioritize work requests to identify critical need and schedule work.
4. Will also track overall service request expenses and parts inventory.

**Preventive Maintenance:**

1. Responsible for the execution of periodic inspections of the interior and exterior of all facilities, areas of plantings and lawns, roads, walkways parking lots, signs and exterior lighting;
2. Prepares reports documenting findings to be submitted to the designated administrator or manager, executes appropriate follow-up in conjunction with the designated administrator or manager and inspects completed work;
3. Prepare an annual calendar of preventive/programmed maintenance activities;
4. Uploads and tracks preventive/programmed maintenance in ONUMA System;
5. Consults with appropriate individuals, agencies and vendors as necessary.

**Grounds:**

1. Assigns, directs and supports the Garden/Utility workers and Athletic Field Grounds Worker(s) in the care of the maintenance of the grounds;
2. Ensures that work is done in accordance with established schedules and instructions;
3. Assures that the various duties of pruning, planting and minor equipment maintenance are accomplished through productive effort and efficient use of resources.

## **MAINTENANCE SUPERVISOR (CONT'D)**

### **JOB DESCRIPTION – CLASSIFIED MANAGEMENT**

#### **Capital Improvement Projects:**

1. Provide input on technical specifications and construction schedules;
2. Will be primary or back up contact person on projects as assigned;
3. Attends meetings and assumes responsibilities of the designated administrator or manager in their absence.

#### **Administrative & Budget:**

1. Participates in regular supervisory team meetings to provide brief updates of projects, procedural changes and operational concerns as well as leading group training, planning and problem-solving activities;
2. Submits a quarterly report that summarizes maintenance activity,
3. Identifies issues and opportunities and planned activities;
4. Tracks, controls and organizes inventory for department with provided software;
5. Provides reports and recommendations to the designated administrator or manager including: itemized and allocation recommendations for the repair and maintenance account;
6. Review of monthly report on the repair and maintenance account and submittal of detailed projection of expenses for the remainder of the fiscal year;
7. Submittal of item and funding recommendations for the annual and long-range Preventative Maintenance plan.

### **KNOWLEDGE AND ABILITIES**

#### **Knowledge and Abilities**

1. Knowledge of: Division of State Architect (DSA) requirements and compliance related to public education building repair and construction; tools, equipment, materials, supplies and other maintenance related items;
2. Preventative maintenance methods and procedures;
3. Effective construction safety practices;
4. Construction repair and installation.

#### **Ability to:**

1. Make working sketches, read plans, blueprints and diagrams;
2. Work in a safe manner; follow written and oral instructions;
3. Utilize tools of the trade skillfully;
4. Diagnoses problems;
5. Estimates time and materials for varying jobs and work orders;
6. Prepares complex records;

**MAINTENANCE SUPERVISOR (CONT'D)**

**JOB DESCRIPTION – CLASSIFIED MANAGEMENT**

7. Provides leadership and direction to subordinate employees

License: Valid California Motor Vehicle Operator's License.

Physical Requirements: Regularly perform light and heavy manual work involving lifting and climbing.

**MINIMUM QUALIFICATIONS**

**Training and Experience**

Three (3) years in a supervisory or lead capacity and three (3) years of responsible experience in general construction and maintenance work as a journey-level in one of the skilled trades (electrical, plumbing or HVAC).