



Classification Specification

SUPERVISOR, FACILITIES SERVICES AND MAINTENANCE

Department:	Facilities Services and Maintenance
Reports To:	Director, Facilities Services and Maintenance
Supervises:	Facilities Services and Maintenance staff
Approval Date:	June 24, 2020
Revised Date:	2013, 2020

General Description:

Organize and direct the activities and operations involved in the maintenance of district buildings and grounds; monitor and maintain inventory of supplies and equipment; train, supervise, and evaluate the performance of assigned personnel; coordinate projects, personnel, communications, and information to meet district maintenance needs; ensure smooth and efficient activities; train and evaluate the performance of assigned personnel.

Essential Duties and Responsibilities:

- Organize and direct the activities and operations involved in the maintenance of district buildings and grounds; conduct inspections of district facilities, including school buildings and grounds; participate in the development and implementation of departmental policies and procedures.
- Train, supervise, and evaluate the performance of assigned personnel; provide leadership and guidance to assigned personnel; interview and select employees and recommend transfers, reassignment, termination, and disciplinary actions; ensure appropriate coverage for absent personnel and proper staffing levels for events and meetings.
- Schedule daily operations and maintenance work and address conflicting priorities; ensure efficient and effective functioning in various areas as assigned by the position.
- Coordinate and monitor the use of district facilities by various groups, faculty, personnel, and outside organizations.
- Administer the integrated post management program.
- Supervise and assist in the moving and arranging furniture, equipment and district assets; prepare buildings and rooms and set-up for meetings or special events.
- Prepare and maintain a variety of reports, records, and files related to personnel and assigned activities.

- Monitor and maintain inventory of supplies and equipment; prepare and submit purchase orders for supplies and equipment; make recommendations for purchases; receive supplies and equipment and materials.
- Communicate with administrators, personnel, and outside organizations to coordinate activities, resolve issues, and conflicts and exchange information.
- Confer with the Director regarding operations and maintenance issues related to school buildings, facilities, and grounds for the purpose of supporting department operations.
- Perform annual facilities inspections and complete reports for the state, as required.
- Maintain district pools.
- Operate a computer and assigned software; drive a vehicle to conduct work.
- Attend and conduct a variety of meetings and trainings as assigned.
- Perform other duties as required, related to the primary job duties of the assigned position.

Required Qualifications:

Knowledge of:

- Organization and direction of operations and activities involved in facilities services and maintenance.
- Proper methods, techniques, materials, tools and equipment used in facilities services, maintenance, and operations trades.
- Applicable building codes, ordinances, requirements, regulations, and safety precautions.
- Inventory practices and procedures.
- Requirements of maintaining buildings in a safe condition.
- Policies and objectives of assigned programs and activities.
- Oral and written communication skills.
- Principles and practices of supervision and training.
- Applicable laws, codes, regulations, policies, and procedures.
- Interpersonal skills using tact, patience, and courtesy.

Ability to:

- Organize and direct operations and activities involved in the facilities services, maintenance, and operations.
- Coordinate personnel, communications, and information to meet organizational needs and ensure smooth and efficient activities.
- Inspect projects for accuracy, completeness, and compliance with established specifications.
- Monitor and ensure adequate levels of maintenance equipment and supplies.
- Communicate effectively both orally and in writing.
- Coordinate and monitor use of district facilities by various groups, personnel, faculty, and outside organizations.
- Train, supervise, and evaluate the performance of assigned personnel.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies, and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.

- Work independently with little direction.
- Plan and organize work.
- Prepare records and reports related to assigned activities.

Education: High school graduation or the equivalent GED, supplemented by vocational course work or training in general contracting, construction, building trade, or related field.

Experience: Five (5) years of increasingly responsible experience in the operations and maintenance of buildings and facilities in a large organization or school district, including one (1) year in a supervisory capacity.

Licenses, Certifications, and other requirements:

- Valid California Class C driver's license.
- Proof of current and valid Tuberculosis screening.
- Ability to respond to after-hour calls.

Desirable Qualifications:

- N/A

Working Conditions:

Work 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/outdoor work environment.
- Driving a vehicle to conduct work.
- Variable work hours.
- Fast-paced work environment with changing priorities.

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 made to enable the individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to:

- Hearing and speaking to exchange information.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to inspect projects and read a variety of materials.
- Sitting or standing for extended periods of time.
- Lift, carry, push, and pull objects weighing 75 lbs. or more.
- Climb and use a ladder.
- Walking to inspect projects.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.