

VISTA UNIFIED SCHOOL DISTRICT

CLASS TITLE: MAINTENANCE SUPERVISOR

BASIC FUNCTION:

Under the direction of the Assistant Superintendent – Business Services, coordinate, direct, and participate in all maintenance activities of the District.

REPRESENTATIVE DUTIES:

Plan, organize, train, evaluate, and direct the work of maintenance personnel involved building trades, maintenance, and other areas as assigned. **E**

Work with administrators, maintenance, and building trades in scheduling and coordinating the maintenance and repair of buildings, equipment and other District property. **E**

Estimate costs of repair projects in terms of labor and material. **E**

Coordinate and inspect the work of outside contractors working on designated projects. **E**

Prepare a variety of reports regarding work orders and others as assigned. **E**

Prepare and or review plans and specifications for repair/installation relating to maintenance items. **E**

Assist in development and monitor assigned budget (s), review and control expenditures and provide recommendations for review and future requirements. **E**

Provide technical guidance and information to site managers and others. **E**

Recommend the selection of maintenance personnel; evaluate and discipline assigned personnel. **E**

Recommend new equipment purchases.

Maintain high standards of personnel conduct and discipline.

Schedule, coordinate, inspect and review with the Assistant Superintendent-Business Services all maintenance projects including renovations, routine maintenance, and repairs.

Insure compliance with all related laws.

Ensure a safe and secure working environment.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Contemporary methods, materials, tools and equipment.
Trade practices and techniques.
Quality standards applicable to maintenance and repair of buildings and grounds.
Building maintenance practices, and laws or codes affecting repair of school buildings.
Cost estimation and controls.
Efficient supply operations and proper record-keeping.
General principles of supervision and training.
Basic math.
Appropriate safety precautions and procedures.

ABILITY TO:

Schedule work and utilize departmental personnel effectively.
Accurately estimate costs of repairs and construction work.
Interpret and work from blueprints, shop drawings, sketches, plans and specifications.
Prepare specifications for competitive bids or quotations.
Layout, coordinate, supervise and inspect the work of maintenance and operations personnel.
Read and interpret technical trades manuals, instructions and guides.
Establish and maintain cooperative and effective working relationships with others.
Maintain basic records and prepare reports.
Supervise the work of others.
Operate a vehicle, observing legal and defensive driving practices.
Operate a computer and related software to accomplish job duties.

EDUCATION AND EXPERIENCE:

Any combination of education, training and/or experience which demonstrates ability to perform the required duties. A typical qualifying background would include: Completion of high school; five (5) years of maintenance experience with at least three (3) years journey-level experience in one(1) or more of the building /mechanical maintenance trades, including (1) year in a lead capacity; college level coursework in management, supervision, business or related field such as facilities or maintenance is desirable.

LICENSES AND OTHER REQUIREMENTS:

At time of appointment must possess and maintain a valid California driver's license, and must remain insurable.

WORKING CONDITIONS:

ENVIRONMENT:

Office and outdoor environment.
Subject to driving to work sites to inspect structures.

PHYSICAL ABILITIES:

Seeing to prepare and work from blueprints.
Hearing and speaking to exchange information.
Climbing ladders to inspect work.
Walking to inspect sites.
Kneeling or crouching to inspect work and survey problems.

HAZARDS:

Working at heights on ladders, scaffolding and roofs.

Accepted: Personnel Commission, 7/24/12