

SYLVAN UNION SCHOOL DISTRICT

Job Description

SUPERVISOR OF MAINTENANCE and OPERATIONS

Description of Position

The Supervisor of Maintenance and Operations manages the district's maintenance, operations, grounds, and custodial departments; is responsible for the administration of the district's routine repair and maintenance program, deferred maintenance program, asbestos compliance, and safety programs; administers landscaping and construction projects in existing sites; and performs related duties as assigned.

Directly Responsible To

Director of Facilities and Construction

Major Duties and Responsibilities

1. Participates in the development and monitoring of the district's master plan for school facilities, proposed sources for financing, remodeling, and construction.
2. Administers construction and reconstruction contracts; coordinates architectural, inspection, and testing services during construction of existing facilities.
3. Schedules, directs, and evaluates assigned personnel.
4. Participates in interviews as requested and makes recommendations on selection of personnel.
5. Coordinates the District's Routine Repair and Maintenance and Deferred Maintenance Programs.
6. Prepares and revises the District's 5-Year Deferred Maintenance Plan.
7. Develops and coordinates a district-wide preventative maintenance program.
8. Assists in the budget development and preparation process for all departments and areas of responsibility.
9. Maintains an appropriate work order system.
10. Has direct responsibility for assignment of all maintenance, operations and grounds work orders.
11. Serves as the district's safety officer.
12. Serves as the district's AHERA designee.
13. Directs the control and removal of hazardous materials in compliance with applicable rules and regulations.
14. Submits status reports for all projects and divisions of responsibility.
15. Develops timely and appropriate oral and written reports including board agenda items.
16. In conjunction with the principals, coordinates district custodial schedules and assignments.
17. Monitors and administers custodial standards, procedures and cleaning practices.
18. Coordinates substitute custodian scheduling, duties, responsibilities, assignments, etc.

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19. Assists in providing staff development programs.
20. Establishes, develops and implements an effective district-wide grounds maintenance and improvement program.
21. Prepares specifications for the purchase of equipment and material.
22. Serves as district energy manager.
23. Performs other related duties as required and/or assigned.

Minimum Experience and Job Requirements

1. *Knowledge of:*
 - 1.1 Methods, practices, equipment, and supplies used in the building trades.
 - 1.2 Uniform building code and state and local laws applicable to school construction and alterations.
 - 1.3 Building materials, construction methods, material standards and cost projection methods.
 - 1.4 Grounds maintenance including landscaping, drainage, irrigation, soils, and related items.
 - 1.5 Standard school custodial practices, methods, materials, and equipment.
 - 1.6 Experience and/or training in managerial techniques and practices.
2. *Ability to:*
 - 2.1 Prepare and interpret plans and specifications.
 - 2.2 Plan, organize, supervise and inspect the work involved in all assigned departments.
 - 2.3 Analyze and make accurate cost estimates of school construction and maintenance work.
 - 2.4 Prepare comprehensive oral and written reports.
 - 2.5 Carry out board and district policies.
 - 2.6 Operate computer word processing and spreadsheet programs.
 - 2.7 Lift and carry 35 pounds.
 - 2.8 Climb a ladder, crawl, and perform inspections in confined spaces.
 - 2.9 Walk and remain on feet for long periods of time.
3. Five years experience in related fields, two years supervisory desirable.
4. Must possess a valid California Driver's License.

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Education Requirements

1. Completion of 12th grade or equivalent.
2. Completion of trade courses desirable.

Personal Qualities

1. Appearance, grooming, and personality which establish a desirable example.
2. Ability to meet district standards for physical and mental health.
3. Ability to speak and to write English clearly and correctly.
4. Ability to communicate effectively with parents, staff, coworkers, and students in a sensitive and professional manner.
5. Initiative, good judgement, tact, patience, and confidentiality.
6. Ability to work cooperatively and harmoniously with others.
7. Ability to work on and accomplish multiple projects simultaneously.

Board Approved: 10/7/08