

# SAN DIEGO UNIFIED SCHOOL DISTRICT

## POSITION DESCRIPTION

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<b>TITLE:</b>	Maintenance, Repair, and Construction Supervisor	<b>REPORTS TO:</b>	Maintenance and Operations Supervisor
<b>DEPARTMENT:</b>	Maintenance and Operations	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Exempt	<b>SALARY GRADE:</b>	053 AASD Supervisors'
<b>ISSUED:</b>	August 6, 2002		

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### **BASIC FUNCTION:**

Plan, organize, direct, measure, and control the daily operations of the maintenance, repair, and construction of the buildings, grounds, and associated equipment of the district; coordinate services with site administrators, other site staff, and maintenance and operations staff; supervise and evaluate the performance of assigned personnel; supervise assessment, training, and health and safety activities of assigned personnel.

**REPRESENTATIVE DUTIES:** (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

### **E = Essential Functions**

Plan, organize, schedule, assign, direct, measure, and control the in-house maintenance, repair, and maintenance construction functions. **E**

Supervise maintenance, repair, and construction program staff, including supervisory, lead and journey-level crafts workers, skilled and semi-skilled specialized crafts workers, helpers, laborers, inspection staff, and support staff. **E**

Establish priorities for projects within the program. **E**

Coordinate dispatch maintenance services for emergency, urgent, and routine job order requests. **E**

Establish and implement sound maintenance standards and practices. **E**

Plan, coordinate, perform, and inspect customer-funded projects. **E**

Assist in the formulation, review, and modification of district policies and procedures. **E**

Develop and implement maintenance procedures and practices to ensure effective performance of services and unified priorities. **E**

Provide technical expertise, information, and assistance to the Director of Maintenance and Operations regarding assigned functions. **E**

Advise the Director of unusual trends or problems and recommend appropriate corrective action. **E**

Supervise in-house labor to implement portable move and construction projects. **E**

Provide input for district construction standards manual. **E**

Manage program labor, materials, tools, equipment, and rolling stock program budget. **E**

Provide input for and prepare administrative reports with analysis and recommendations. **E**

Review and resolve issues related to maintenance, repair, and construction projects. **E**

Provide data, technical support, and recommendations for preventative maintenance program and accomplish PM program. **E**

Supervise mobile maintenance program. **E**

Enforce safety regulations and practices are followed by workers. **E**

Maintain a variety of records. **E**

Supervise, train, and evaluate the work of assigned staff. **E**

Provide for continuing program staff training. **E**

Interview and select employees and recommend transfers, reassignment, termination, and disciplinary actions. **E**

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

Any combination of training, experience, and/or education equivalent to eight years of experience in maintenance, repair, and construction of buildings and facilities related equipment and grounds; coursework in supervision.

**LICENSES AND OTHER REQUIREMENTS:**

Possession of a valid California driver's license.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Tools, equipment, materials, methods, and practices used in maintenance, construction, and repair.

Safety methods and practices.

Technical aspects of field of specialty.

Oral and written communication skills.

**ABILITY TO:**

Communicate effectively with principals, staff, and crew members and to maintain positive, effective working relationships with all levels of district staff, parents and community members.

Read blueprints, plans, and specifications.

Provide leadership and direction to others.

Analyze maintenance, repair, and construction data and make recommendations pertaining to safety, quality, and efficiency.

Operate standard office equipment including microcomputers and related software applications.

Plan and organize work.

Meet schedules and time lines.

Maintain records and prepare reports.

Supervise, train, and evaluate the work of others.

Read, interpret, apply, and explain rules, regulations, policies, and procedures.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor or outdoor setting; driving a vehicle to conduct business.

**PHYSICAL REQUIREMENTS:**

Strength and energy sufficient to maintain a rigorous work schedule including driving and/or heavy physical exertion; hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally; lifting light objects.

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Job Code 7529

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