

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Maintenance Planning Supervisor	REPORTS TO:	Maintenance and Operations Supervisor
DEPARTMENT:	Maintenance and Operations	CLASSIFICATION:	Classified
FLSA:	Exempt	SALARY GRADE:	053 AASD Supervisors'
ISSUED:	August 6, 2002		

BASIC FUNCTION:

Plan, prioritize, budget, and schedule resource loads, supervise the assessment, maintenance, repair, and construction planning, estimating, and inspection functions of the maintenance planning unit; maintain the district Five-Year Deferred Maintenance Plan; supervise participation in the California deferred maintenance program and minor construction contracts; oversee district energy management program and coordinate each phase of program services with site staff, other district staff, and maintenance department staff.

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, and supervise assessment, planning, estimating, and inspection functions. **E**

Supervise maintenance planning department staff including coordinator, scheduler, lead and journeyman-level planner/estimator/inspector, management analysts, clerical staff, and other support staff. **E**

Establish priorities and develop budget for all maintenance programs and major maintenance, repair, and construction projects within the Maintenance and Operations Department. **E**

Supervise the work reception desk and coordinate maintenance services for emergency, urgent, and routine job order requests. **E**

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

Recommend and review facilities maintenance analyses. **E**

Plan and coordinate annual state deferred maintenance program and preparation of applications and reports as required. **E**

Develop and coordinate support from the Architectural Program, including development of architectural working plans and specifications. **E**

Plan, develop, estimate, and oversee inspection and completion of customer-funded projects. **E**

Review construction projects originating from other facilities services groups. **E**

Oversee resource loading for developing and implementing portable move and construction projects. **E**

Supervise energy and other related conservation programs; monitor utilities consumption; recommend and oversee utility conservation projects. **E**

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

Assist in developing maintenance department budget, including assigned responsibilities for labor, materials, tools, equipment, and rolling stock. **E**

Prepare a variety of administrative reports with analysis and recommendations. **E**

Review and resolve issues related to the maintenance unit. **E**

Oversee and maintain the district maintenance, management computer system. **E**

Ensure safety regulations and practices are followed by staff. **E**

Maintain a variety of records. **E**

Select and train new employees. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to a bachelor's degree in engineering, construction, or architecture and four years of progressively responsible experience in managing maintenance and repair of buildings, equipment, and grounds; supplemented by coursework in supervision.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Maintenance and construction planning and estimating practices.

Equipment, materials, and practices used in maintenance construction and repair.

Safety methods and practices.

Oral and written communication skills.

ABILITY TO:

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

Read blueprints, plans, and specifications.

Estimate labor and materials costs and prepare budgets.

Supervise, train, and evaluate the work of others.

Analyze maintenance data, make recommendations, and prepare a variety of reports.

Operate standard office equipment including microcomputers and related software applications.

Plan and organize work.

Meet schedules and time lines.

Maintain records and prepare reports.

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

WORKING CONDITIONS:

ENVIRONMENT:

Office and outdoor setting.

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 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, to perform assigned duties; lifting light objects.

Revised 3.25.04—PeopleSoft

Job Code 7528

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