

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Maintenance Services Supervisor	REPORTS TO:	Zone Manager, PPO
DEPARTMENT:	Physical Plant Operations	CLASSIFICATION:	Classified
FLSA:	Exempt	SALARY GRADE:	051 AASD Supervisors'
ISSUED:	September 9, 2008		

BASIC FUNCTION:

Plan, organize, and supervise the maintenance services functions within an assigned zone; supervise lead and journey-level craftworkers, specialized skilled and semi-skilled workers, laborers, and other support staff; coordinate maintenance services with site administrators, other site staff, and Physical Plant Operations 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 maintenance services including lead and journey-level craftworkers, specialized skilled and semi-skilled workers, and support staff. **E**

Provide maintenance services for breakdown, emergency, urgent repairs, and vandalism repairs on district buildings, structures, facilities, equipment and grounds. **E**

Provide maintenance services for planned work such as preventive maintenance and various projects; coordinate projects with other maintenance and district staff. **E**

Respond to after hours emergency calls for maintenance service; organize and prioritize emergency, urgent and routine job order requests for maintenance work. **E**

Develop and implement procedures and work practices for identifying, reporting, repairing, and inspecting defects and/or deficiencies at facilities. **E**

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

Review and resolve issues relating to all maintenance services functions. **E**

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

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

Maintain a variety of records. **E**

Schedule maintenance work to minimize disruptions to classroom activities. **E**

Estimate job costs and prepare budgets. **E**

Train, supervise, and evaluate the work of assigned personnel. **E**

Keep abreast of changes in techniques, technologies, and supervision. **E**

Drive a district vehicle. **E**

Develop, implement and interpret policies and procedures for the department. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

A combination of training, experience, and/or education equivalent to completion of a recognized apprentice training program in one or more of the major trades and four years of recent, full-time, paid, journey-level experience, two years of which must have been in a lead or supervisory capacity in a large maintenance department.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license and availability of private transportation (mileage expense allowance provided).

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Organizational development principles and practices.
Various materials, tools, and methods common to the trades.
Applicable laws, codes, regulations, policies and procedures.
Safety methods and practices.
Technical aspects of field of specialty.
Principles and practices of administration, supervision, and training.
Interpersonal skills using tact, patience, and courtesy.
Reading and writing English communication skills.

ABILITY TO:

Provide leadership and direction in assigned functions and supervise others.
Establish and maintain effective working relationships with others.
Estimate labor and material costs and prepare budgets.
Analyze maintenance department data and make recommendation for improvements.
Operate standard office equipment including microcomputers and related software applications.
Plan and organize work.
Meet schedules and time lines.
Maintain records.
Read blueprints, plans, and specifications.
Read, interpret, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor setting, driving a vehicle to conduct work.

PHYSICAL REQUIREMENTS:

Strength and energy sufficient to maintain an active work schedule involving driving and/or 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 tools and equipment; kneeling, bending at the waist and reaching overhead, above the shoulders and horizontally as needed; lifting light to moderately heavy objects.