

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Mobile Maintenance Shop Supervisor	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Maintenance	CLASSIFICATION:	Classified
FLSA:	Exempt	SALARY GRADE:	048 AASD Supervisors'
REVISED:	September 25, 2002		

BASIC FUNCTION:

Plan, organize, and supervise the functions of the Mobile Maintenance Shop unit; supervise lead workers, journey-level carpenters, electricians, painters, plumbers, helpers, and other craftworkers; coordinate each phase of maintenance work with site administrators, other site 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, schedules, assign, and supervise lead workers, journey-level craftworkers, skilled trades helpers, and laborers in the maintenance, repair, and painting of buildings, furniture, cabinets, equipment, plumbing fixtures, and other school structures. **E**

Coordinate schedules with site personnel and inspect completed work. **E**

Troubleshoot problem areas of mobile maintenance crew work and schedule maintenance and repair projects to minimize disruptions to classroom activities. **E**

Read blueprints and specifications. **E**

Provide leadership and direction to crew workers. **E**

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

Implement and enforce safety regulations. **E**

Select and train new employees. **E**

Maintain records and prepare reports. **E**

Coordinate procurement of materials and equipment. **E**

Drive a truck. **E**

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

Interpret policies and procedures of the mobile maintenance team. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any 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 as a supervisor, assistant supervisor, or lead worker in a large maintenance department, and successful completion of courses in leadership or supervision.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Various materials, tools, applicable laws and codes, and methods common to the trades.

Safety methods and practices.

Technical aspects of field of specialty.

Reading and writing English communication skills.

ABILITY TO:

Read blueprints, plans, and specifications.

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

Provide leadership and direction and to supervise others.

Estimate labor and material costs and prepare budgets.

Present a positive and professional appearance.

Operate standard office equipment including microcomputers and related software applications.

Establish and maintain effective working relationships with others.

Plan and organize work.

Meet schedules and time lines.

Maintain records and prepare reports.

Analyze situations accurately and adopt an effective course of action.

Work independently with little direction.

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

WORKING CONDITIONS:

ENVIRONMENT:

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

PHYSICAL REQUIREMENTS:

Strength and energy sufficient to maintain a rigorous work schedule involving driving and/or heavy physical exertion; hearing and speaking to exchange information in person and on the telephone; seeing to perform assigned duties; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

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