

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Mobile/Preventive Maintenance Supervisor	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Maintenance and Operations	CLASSIFICATION:	Classified
FLSA:	Exempt	SALARY GRADE:	051 AASD Supervisors'
REVISED:	May 15, 2002		

BASIC FUNCTION:

Plan, organize, and supervise the functions of the mobile/preventive maintenance unit; supervise lead and journey-level craftworkers, skilled trades helpers and laborers, specialized skilled and semi-skilled craftworkers, and other assigned staff; coordinate each phase of mobile/preventive 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, schedule, assigns, and supervise lead workers, journey-level craftworkers, skilled trades helpers, laborers, specialized skilled and semi-skilled craftworkers, and support staff in the maintenance, repair, painting, and preventive maintenance of buildings, structures, furniture, cabinets, equipment, plumbing fixtures, other district facilities, and grounds. **E**

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

Coordinate projects with other maintenance and district staff. **E**

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

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

Review and resolve issues related to the mobile/preventive maintenance function. **E**

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

Ensure safety regulations and 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**

Select and train new employees. **E**

Coordinate procurement of materials and equipment; keep abreast of changes in techniques, technology, and supervision. **E**

Drive a truck. **E**

Develop, implement, and interpret policies and procedures for the mobile/preventive maintenance unit. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of education, training, or experience equivalent to completion from 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.
Reading and writing English communication skills.
Safety methods and practices.

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, plan, and specification.
Estimate labor and material costs and prepare budgets.
Plan and organize work.
Meet schedules and time lines.
Maintain records.
Analyze maintenance department data and make recommendations for improvements.
Provide leadership and direction and to supervise others.
Read, interpret, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor or 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; 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, to; lifting heavy objects.

Issued 4/93

Revised 3.25.04—PeopleSoft

Job Code 8214

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