

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Planned Projects Supervisor	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Physical Plant Operations	CLASSIFICATION:	Classified
FLSA:	Exempt	SALARY GRADE:	053 AASD Supervisors'
REVISED:	October 27, 2008		

BASIC FUNCTION:

Plan, organize, and supervise the functions of the planned projects unit; coordinate the execution of the California deferred maintenance program, minor construction projects and contracts, and each phase of program services with site administrators, other site staff and 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 planned projects program services. **E**

Supervise department 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 all major projects within the department. **E**

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

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

Recommend and review engineering analyses. **E**

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

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

Review construction projects originating from the facilities planning and construction department. **E**

Act as maintenance representative for developing and implementing portable move and construction projects. **E**

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

Assist in developing 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 planned projects unit. **E**

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

Drive a district vehicle. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

A combination of training, experience, and/or education equivalent to graduation from a recognized college or university with a bachelor's degree in civil, mechanical, or electrical engineering and four years of progressively responsible experience in managing maintenance and repair of buildings, equipment, and grounds and coursework in supervision.

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.
- Civil, mechanical, or electrical engineering practices.
- Equipment, materials, and practices used in maintenance construction and repair.
- Safety methods and practices.
- Technical aspects of field of specialty.
- Principles and practices of administration, supervision, and training.
- Applicable laws, codes, regulations, policies and procedures.
- Interpersonal skills using tact, patience, and courtesy.
- Reading and writing English communication skills.

ABILITY TO:

- Provide leadership and direction in assigned functions.
- Read blueprints, plans, and specifications.
- Estimate labor and materials costs and prepare budgets.
- Provide leadership and direction and to supervise 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.
- Analyze situations accurately and adopt an effective course of action.
- Work independently with little direction.
- Train, supervise, and evaluate the work of assigned personnel.
- Maintain current knowledge of applicable provisions of applicable federal, state, and district laws, rules, and regulations.

Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Read, interpret, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor or construction site setting.

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.

Issued 4/93
Job Code 6544
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