SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE: Repair Dispatch Supervisor
REPORTS TO: Assigned Supervisor

DEPARTMENT: Maintenance and Operations
CLASSIFICATION: Classified

FLSA: Exempt
SALARY GRADE: 051

REVISED: October 28, 2002

BASIC FUNCTION:

Plan, organize, and supervise the functions of the repair dispatch program unit; supervise assistant, lead and journey-level craftworkers, specialized skilled and semi-skilled workers, laborers, and other support staff; coordinate repair dispatch services 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, assign, and supervise repair dispatch services including supervisory, lead and journey-level craftworkers, specialized skilled and semi-skilled workers, and support staff. E

Provide services for breakdown, emergency, and urgent repairs, fire/intrusion, and communications/signal services and vandalism repairs on district buildings, structures, facilities, equipment and grounds. 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

Coordinate projects with other maintenance and district staff. E

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

Review and resolve issues relating to the repair dispatch function. 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 prepares budgets. E

Select and train new employees. E

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

Drive a truck. E
Develop, implement and interpret policies and procedures for the repair dispatch unit.

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:**
Provide leadership and direction and supervise others.
Estimate 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 a rigorous work schedule involving driving and/or continuous heavy 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 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 heavy objects.

Issued 4/93
Revised 3.26.04—PeopleSoft
Job Code 6550
PH