

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: AREA SUPERVISOR-MAINTENANCE

BASIC FUNCTION:

Under the direction of the Manager-Maintenance, organize and direct the day-to-day activities and operations of the Maintenance Department; inspect and participate in the activities of maintenance crews involved in train and supervise the performance of assigned staff.

ESSENTIAL FUNCTIONS:

Organize and direct the day-to-day activities and operations of the Maintenance Department; drive a vehicle to visit work sites to review and inspect work in progress and completed projects to assure compliance with applicable standards and safety regulations.

Train and supervise the performance of assigned staff; recommend disciplinary actions as needed and recommend transfers, reassignments, terminations, promotions and other personnel actions as appropriate.

Prepare and maintain records, files, logs and reports related to personnel, inventory, work requests, work performed, safety issues and other reports related to assigned activities.

Perform annual site inspections, emphasizing enforcement of health and safety standards.

Prepare, inspect, and review surveys and estimates for maintenance repairs and building modifications at various sites.

Operate a computer and assigned software programs; operate other office equipment as assigned.

Attend and participates in a variety of meetings such as bid meetings with outside contractors and suppliers; participate in the review of blueprints, plans and specifications for construction projects.

Confer with District personnel regarding maintenance needs, projects and work order status; respond to inquires and provide requested information with efficiency and courtesy; resolve complaints in a timely manner.

Operate a variety of maintenance and construction tools and equipment; drive a vehicle to assigned sites to conduct work; respond to emergency and non-emergency calls as needed.

Prepare building/maintenance supply and equipment orders.

Identify and report site structure maintenance and repair needs; submit related work requests; provide systematic preventive maintenance at school sites.

Instruct staff regarding safe work methods and procedures, assure compliance with Cal OSHA and applicable safe work practice standards; monitor OSHA regulations and standards and communicate updates to staff.

Prepare and maintain records of staff vacation and time-off schedules within the unit assuring proper reporting of time worked and absences.

Responsible for maintaining consistent, punctual and regular attendance.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Requirements of maintaining buildings and facilities in good repair.

Applicable building codes, ordinances, requirements, regulations and safety precautions.

Technical aspects of general maintenance work.

Building construction.

Proper methods, materials, tools, terminology and equipment used in maintenance work.

Principles and practices of supervision and training.

Record-keeping techniques.

Interpersonal skills using tact, patience and courtesy.

Methods, principles, practices, materials and equipment used in the general building operation and maintenance including alarm technology, carpentry, glazing, locksmith, painting and plumbing.

Proper lifting techniques.

Operation of a computer and assigned software.

Oral and written communication skills.

ABILITY TO:

Train and supervise the performance of assigned staff.

Communicate effectively both orally and in writing.

Prepare records and reports related to assigned activities.

Plan, organize and supervise various maintenance activities.

Plan, organize, prioritize and assign daily work and maintenance projects.

Develop and implement preventive maintenance procedures.

Work from blueprints, shop drawings and sketches.

Inspect facilities for maintenance and repair needs and fire, safety and health hazards.

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

Meet schedules and time lines.

Maintain records and prepare reports.

Operate a computer and applicable software.

Establish and maintain cooperative and effective working relationships with others.

Plan and organize work.
Prepare building/maintenance supply and equipment orders.
Maintain consistent, punctual and regular attendance.
Hear and speak to exchange information.
Move hands and fingers to operate a computer keyboard.
Use proper lifting methods.
See to perform inspections and maintenance work.
Stand and walk for extended periods of time.
Climb ladders and work from heights.
Kneel or crouch.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by completion of an approved trades apprenticeship program and six years of journey-level trades experience.

LICENSES AND OTHER REQUIREMENTS:

Floor-lift 90 pounds and arm-lift 90 pounds.

WORKING CONDITIONS:

ENVIRONMENT:

Office and outdoor work environment.
Driving a vehicle to conduct work.