

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: MANAGER-MAINTENANCE

BASIC FUNCTION:

Under the direction of the Director-Maintenance and Operations, plan, organize and direct the activities and operations of the Maintenance Department; train and supervise the performance of assigned personnel.

ESSENTIAL FUNCTIONS:

Plan, organize and direct the 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 related federal, State and District rules, regulations and work orders.

Train and supervise the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Provide technical expertise, information and assistance to the Director regarding assigned functions; participate in the formulation and development of policies, procedures and programs as requested.

Prepare and maintain a variety of reports, records and files related to assigned activities and personnel.

Communicate with administrators, personnel and outside organizations to coordinate activities, resolve issues and conflicts and exchange information.

Participate in the development and preparation of the annual preliminary budget for the Maintenance and Grounds Department.

Confer with District personnel regarding maintenance needs, projects and work order status; respond to emergency and non-emergency calls as needed.

Review maintenance reports and work orders to determine materials, labor and time requirements; prioritize and coordinate duties and assignments to assure effective work flow and facility operations.

Determine needed materials and supplies for maintenance operations; maintain an accurate inventory and accounting of Maintenance Department parts, supplies and tools.

Work from verbal and written instructions, review blueprints, sketches, specifications and work orders; review work at District sites as needed.

Assist in the preparation and distribution of bidding materials for outside contracts; work from blueprints, shop drawings and sketches.

Operate a variety of office equipment including a computer and assigned software to prepare and maintain a variety of reports, records and files related to assigned activities.

Attend a variety of meetings, workshops and conferences to maintain current knowledge of laws, codes, rules and regulations; represent the Maintenance Department at District level meetings.

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

Perform related duties as assigned.

DEMONSTRATED 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 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.
- Budget preparation and control.
- Oral and written communication skills.
- Operation of a computer and assigned software.
- Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

- Plan, organize and manage the operations and activities of the Maintenance Department.
- Train and supervise the performance of assigned personnel.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive records and reports.
- Estimate cost of materials and labor.
- Work from blueprints, shop drawings and sketches.
- Inspect facilities for maintenance and repair needs.

Maintain consistent, punctual and regular attendance.
Hear and speak to exchange information.
Move hands and fingers to operate a computer keyboard.
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 REQUIRED:

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 including a minimum of two years experience in a supervisory or lead capacity.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

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

HAZARDS:

Working in a cramped or restrictive work chamber.