

TITLE: SUPERVISOR – ROUTINE MAINTENANCE & SAFETY

QUALIFICATIONS:

1. Training and experience, including supervisory experience, in K-12 maintenance and operations setting; qualifications equivalent to journeyman in one of district skilled trades areas
2. Knowledge of materials, equipment and general practices of various building trades
3. Knowledge of laws, regulations, codes and standards related to public school facilities
4. Ability to estimate time and materials; ability to monitor budgets
5. Ability to exercise independent judgment and supervise work of others
6. Ability to work effectively with staff and public
7. Ability to follow oral and written directions
8. Willingness and ability to obtain certifications required for performance of job including but not limited to fit testing for equipment

REPORTS TO: Administrator as assigned

SUPERVISES: Staff as assigned

JOB GOAL: To provide safe and comfortable facilities for students and staff by effectively managing the District's routine maintenance and safety programs

PERFORMANCE RESPONSIBILITIES:

1. Direct responsibility for organizing, coordinating and supervising activities of staff assigned to district maintenance programs including, but not limited to, evaluating performance, assigning work, establishing work priorities and, where appropriate, effectively recommending necessary personnel action
2. Oversees district compliance activities related to regulatory programs including but not limited to AHERA, SB 198, ADA, Cal OSHA, hazardous materials and disaster preparedness
3. Develops work schedules, directs work, orders equipment, materials and supplies for routine maintenance and safety programs
4. Provides for short- and long-range planning of maintenance program
5. Performs work appropriate to own skilled trade area; responds to emergency calls as needed
6. Performs other related duties as assigned

TERMS OF EMPLOYMENT: Salary and work year according to current schedule; supervisory salary schedule, class 35

EVALUATION: Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable