

TITLE: SUPERVISOR – ROUTINE MAINTENANCE

- 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 building and electro-mechanical trades
 3. Knowledge of laws, regulations, codes and standards related to building trades; specific knowledge of regulations related to California public school facilities desired
 4. Ability to read and interpret construction blueprints and specifications
 5. Ability to estimate time and materials; ability to monitor budgets
 6. Ability to exercise independent judgment and supervise work of others
 7. Ability to work effectively with staff and public
 8. Ability to follow oral and written directions

REPORTS TO: Administrator as assigned

SUPERVISES: Staff as assigned

JOB GOAL: To provide a safe, attractive and well-functioning physical environment for students and staff by assisting in maintenance of district facilities and equipment

PERFORMANCE RESPONSIBILITIES:

1. Direct responsibility for organizing, coordinating and supervising activities of staff assigned to routine maintenance programs including, but not limited to, evaluating performance, assigning work, establishing work priorities and, where appropriate, effectively recommending necessary personnel action
2. Receives work orders and assigns appropriate personnel; confers with staff as necessary regarding building repairs and improvements; prepares schedules and conducts inspections
3. Monitors budget; maintains inventories; orders supplies and materials
4. Provides for short- and long-range planning of routine maintenance program including, but not limited to, recommendations for equipment, budget projections and staff development
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 40

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