



CLASSIFIED
Job Classification Description
 Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT
 PERSONNEL COMMISSION
 APPROVED MOTION NO. 22-2022/23
 DOCUMENT NO. 10-2022/23
 DATED 10/19/2022

<u>SUPERVISOR - MAINTENANCE</u>	
DEPARTMENT/SITE: Maintenance and Operations REPORTS TO: Director of Maintenance and Operations	SALARY SCHEDULE: Classified Supervisory SALARY RANGE: 10 WORK CALENDAR: 261 Days FLSA: Exempt

PURPOSE STATEMENT:

Under the general direction of the Director of Maintenance and Operations, the Supervisor - Maintenance supervises daily operations of maintenance and repair services and activities for maintenance and grounds staff; oversees assigned personnel; and schedules work assignments within established timeframes and standards. The incumbents in this classification provide the school community with building maintenance services to keep schools and other facilities operational which directly supports student learning and achievement.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Assists in planning and conducting in-service training and safety education for assigned personnel to ensure quality and complete of work as scheduled.
- Communicates with administrators, personnel, and outside organizations to coordinate activities, resolve issues and conflicts, and exchange information.
- Evaluates assigned activities and/or projects for the purpose of delivering services in compliance with established guidelines.
- Inspects work of assigned personnel to ensure safe practices, communication, coordination, quality, quantity, and completion of the work as scheduled.
- Participates in meetings, workshops, and seminars to convey and/or gather information required to perform functions.
- Perform maintenance work in support of schools and other sites as needed, including with water treatment at district wells.
- Prepares a variety of written materials (e.g., reports, memos, letters, procedures, manuals) to document activities, provide written reference, and/or convey information.
- Researches a variety of topics for consideration of developing new programs/services, ensuring compliance with relevant requirements, securing general information for planning, taking appropriate actions, and/or responding to requests.
- Responds to emergency situations to address immediate safety concerns.
- Reviews routine work orders, purchase requisitions, and work assignments to ensure adopted practices, standards, and policies are followed.
- Supervises work and workplace safety standards to ensure compliance with regulatory requirements and district preventive maintenance processes.
- Supervises, schedules, assign and directs District personnel in a variety of job classifications for work to be done at District locations.

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- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Codes/laws/rules/regulations/policies
- Tools, materials, methods, and terminology specific to maintenance operations
- Safety practices
- Record-keeping techniques
- Basic arithmetic
- English usage, grammar, and punctuation
- Computer usage including pertinent software

Skills and Abilities to:

- Provide leadership
- Establish and maintain effective working relationships
- Manage projects/programs
- Supervise, manage, and motivate staff
- Operate equipment safely
- Make well thought out decisions, including prioritizing effectively and solve problems effectively
- Adapt to changing situations and remain flexible
- Communication effectively, both orally and in writing

RESPONSIBILITY:

Responsibilities include working under limited supervision using standardized practices and/or methods; managing a department; and monitoring budget expenditures. Utilization of significant resources from other work units is sometimes required to perform the job's functions. There is a continual opportunity to impact the organization's services.

JOB QUALIFICATIONS / REQUIREMENTS:

(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)

EDUCATION REQUIRED:

High School diploma or equivalent.

EXPERIENCE REQUIRED:

Four (4) years of increasingly responsible journey-level experience in the maintenance and construction of buildings, grounds, and facilities including supervisory responsibility.

LICENSE(S) REQUIRED:

- Valid, current California Driver's License to drive a district vehicle to various sites.
- Qualified Applicator's License*

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- AHERA Certification*
- Backflow Certification*
- Water Distributor's Certificate (D1) *
- Water Treatment Operator Certification (T1) *

- After offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)
 - Pre-employment physical exam C through District's provider at District's expense

*Must be obtained within six months of employment.

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- The job is performed both in an office and outside, subject to extreme temperatures and hazards related to using a variety of tools
- Requires significant walking and standing, and some sitting
- Lifting, carrying, pushing, and/or pulling objects weighing up to 40 lbs.
- Some stooping, kneeling, crouching, and/or crawling
- Significant manual finger dexterity
- Dexterity of hands and fingers to operate tools and equipment, a computer keyboard, and paper files and documents
- Hearing and speaking to exchange information
- Visual acuity to see/read documents and computer screen and to perform detailed work in the field