

Madera Unified School District Classified Job Description

Supervisor- Maintenance

Purpose Statement

The job of Supervisor-Maintenance was established for the purpose/s of supporting the educational process with specific responsibility for supervising maintenance and repair services and activities; overseeing assigned personnel; providing information to others; and scheduling work assignments within established timeframes and standards.

This job reports to Director of Maintenance and Operations.

Essential Functions

- Assists in planning and conducting in-service training and safety education for assigned personnel for the purpose of ensuring quality and completion of work as scheduled.
- Communicates with administrators, personnel and outside organizations for the purpose of coordinating activities, resolving issues and conflicts and exchanging information.
- Evaluates assigned activities and/or projects for the purpose of delivering services in compliance with established guidelines.
- Inspects work of assigned personnel for the purpose of ensuring safe practices on the job, communication, coordination, quality, quantity and completion of the work as scheduled.
- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Prepares a variety of written materials (e.g. reports, memos, letters, procedures, manuals, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Researches a variety of topics for the purpose 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 for the purpose of addressing immediate safety concerns.
- Reviews routine work orders, purchase requisitions, and work assignments for the purpose of ensuring compliance with adopted standards and policies.

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- Supervises work and workplace safety standards for the purpose of ensuring compliance 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 for the purpose of ensuring that the department functions in a safe and efficient manner.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements:

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: facilitating meetings; leadership; interpersonal aptitude; managing projects/programs; managing staff/performance; operating equipment; problem solving; and supervision.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: codes/laws/rules/regulations/policies; tools, materials, methods and terminology specific to maintenance operations; safety practices; and record-keeping techniques.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with similar types of data; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate to significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adaptability/flexibility; communication with persons of diverse backgrounds/knowledge/skills; decision making; leadership and direction; motivating others; physical stamina; prioritization; and taking initiative.

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

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required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 10% sitting, 50% walking, and 40% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

Minimum Qualifications

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

Education High School diploma or equivalent.

Required Testing

Pre-employment Proficiency Test
Pre-employment Physical exam

Certificates

Valid CDL

Continuing Educ./Training

None Specified

Clearances

Criminal Justice
Fingerprint/Background Clearance
TB Clearance
Physical Demands(C)

FLSA Status

Non Exempt

Approval Date

Salary Range

Range 9 – Classified Salary Schedule