

ALPINE UNION SCHOOL DISTRICT

Maintenance & Operations Supervisor Position Description 2130.3

General

The Maintenance & Operations Supervisor reports directly to the Business Manager. He/She shall assume responsibility for planning, organizing, supervising and performing maintenance and operations of the district's buildings, grounds and equipment.

Major Duties and Responsibilities

- Directs, plans, coordinates and assists with the maintenance, operation, repair and alterations of all District structures and related facilities.
- Inspects and analyzes maintenance and grounds keeping needs necessary to establish standards for effective maintenance and preventive maintenance and grounds maintenance program.
- Evaluates maintenance personnel.
- Interviews and makes recommendations for employment, transfer, promotion, demotion or dismissal of maintenance personnel.
- Organizes and participates in the training of maintenance personnel.
- Establishes, maintains and recommends a District-deferred maintenance plan, including identification of needs, prioritizing of needs, and scheduling of work required.
- Screens, approves and establishes priorities for work requisitions and expenditures.
- Recommends and maintains a department budget and develops and reviews cost estimates for construction repairs and purchases.
- Performs standard maintenance duties which can be done with hand tools, which may require specialized materials, tools, equipment or skills.
- Performs carpentry, plumbing, electrical duties.
- Inspects heating, electrical air conditioning and water equipment and makes repairs and adjustments.
- Lights and turns off boilers and heaters.
- Paints areas and surfaces.
- Services door closures and hardware.
- Repairs gates and fences.
- May assist in emergency clean-up resulting from breakage, vandalism, spilling or illness.
- Services and provides locks and keys for District Facilities.
- Maintains preventive maintenance for District maintenance vehicles and grounds keeping equipment.
- Repairs facility roofs and repairs leaks.
- Serves as safety and security officer responsible for inspection, accident prevention, safety and security of District buildings, employees and students, and assists principals in scheduling monthly safety drills. Establishes liaison with State Fire Marshall, American Red Cross, local fire department, Sheriff's Department, and serves as the Mass Care Chairperson for the San Diego County Disaster Action Team.
- Supervises District custodial and grounds keeping employees during times when schools are not in session

- Inspects facility carpeting and makes recommendations for replacement or repair when necessary.
- Assembles new furniture and equipment as purchased.
- Assists in furniture and equipment relocation during change of campus locations.
- Provides supervision to outside contractors or organizations such as, but not limited to, California Conservation Corps Workers.
- Other duties as assigned.

Qualification Guide

Knowledge of:

- Basic terminology, vocabulary and craft skills used in plant maintenance and operation.
- Methods of maintaining school buildings in a safe, clean and orderly condition.
- Power hand tool usage, which may include specialized tools.
- Basic safety practices related to maintenance activities.
- Basic written and spoken English.
- Basic arithmetic.
- Laws and regulations of the Education Code and District in relation to the operations of a school.

Ability To:

- Supervise others to assure a high level of performance.
- Apply skills such as rough carpentry, lock repair, general building repair and grounds work.
- Perform physical labor.
- Understand, plan and follow a work schedule.
- Work effectively without close supervision.
- Maintain high standards of maintenance work.
- Keep simple records accurately.
- Understand and carry out oral and written instructions and directions.
- Maintain cooperative working relationships with those contacted in the course of work.

Training and Experience:

- Five years of experience in maintaining building areas, preferably in a school setting; or any combination of training and experience that could likely provide the desired knowledge and abilities, to include supervising.

Licenses:

- Possession of a valid California Driver's License and the ability to qualify for District vehicle insurance coverage.

APPROVED BY THE BOARD OF TRUSTEES
ALPINE UNION SCHOOL DISTRICT

January 21, 1987

Revised: _____
October 14, 1987