

DEL MAR UNION SCHOOL DISTRICT

CLASS TITLE: Maintenance & Operations Supervisor

BASIC FUNCTION:

Under the direction of the Director of Maintenance, Operations, & Facilities, train, supervise, direct, and evaluate assigned maintenance and custodial staff in day-to-day operations; assist in planning and execution of seasonal projects; assist with maintenance projects; work with Child Nutrition Services Department to schedule employees with shared duties in both departments.

REPRESENTATIVE DUTIES:

- Supervises and oversees work assignments of Maintenance & Operations employees.
- Makes periodic inspections of school buildings, grounds, roadways, fencing, and similar facilities to ensure compliance with health and safety requirements, security and vandalism.
- Inspects repair work, projects, equipment, work orders, etc. to ensure that the jobs are completed safely, efficiently, and within local/state/federal regulations.
- Contacts vendors and contractors to acquire price and quotes for services and materials.
- Inspects the work of assigned staff and provides assistance as required; assures work is performed in accordance with instructions and quality standards.
- Assists in the training and orientation of assigned staff in the performance of their duties; provides for in-service training for custodial and maintenance staff.
- Performs personnel administrative functions (e.g., interviewing, selecting, evaluating, supervising, training) for the purpose of maintaining adequate staffing, enhancing productivity of personnel, and achieving objectives within budget.
- Ensures quality maintenance of all District and school facilities, equipment and grounds.
- Confers with the Director of Maintenance, Operations & Facilities and/or School Principal in planning the cleaning and maintenance of the school campus.
- Assists with district safety planning and implementing of programs.
- Communicates and implements directions from the Director of Maintenance, Operations, & Facilities to assigned staff.
- Coordinates work schedules and problems with staff.
- Coordinates the preparation of facilities for special events and programs.
- Coordinate Facility Use rentals with maintenance staff.
- Coordinates and inspects contract work on mechanical, electrical, plumbing, custodial, grounds, and other related systems at all District locations.
- Responds to emergencies for the purpose of determining and implementing appropriate actions required to resolve situations.
- Receives and prioritizes maintenance repairs on buildings through the work order system for efficiency and safety.

- Manages the district warehouse, including archiving and purging files as needed and supporting shipping/receiving.
- Assures proper use and care of all District facilities, operation equipment, and transportation vehicles for efficiency and safety.
- Coordinates Summer Camp Custodial coverage.
- Answers after-hour emergency calls as needed.
- Coordinates summer maintenance and facilities projects.
- Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Plan, develop, and implement maintenance training and safety programs for all maintenance and operations staff.
- Planning, organizing, and directing maintenance and custodial work
- Construction and building codes
- Budget control
- Team leadership skills
- Methods, materials, and equipment used in custodial and general maintenance work.
- Requirements of maintaining school buildings in a safe, clean, and orderly condition.
- Safe practices related to cleaning methods and procedures.
- School security requirements.
- Oral and written communication skills.
- Operation of fire alarms, bell/time programming, utility systems, security alarm, HVAC controls, and equipment commonly found in public schools.
- Health, safety, and building codes and regulations.
- Interpersonal skills using tact, patience and courtesy.
- Site cleaning schedules.

ABILITY TO:

- Train and provide work direction to others.
- Prioritize resources, staff, and equipment to accomplish responsibilities
- Observe and report safety hazards and need for maintenance and repair.
- Perform maintenance repairs.
- Meet schedules and timelines.
- Communicate effectively both orally and in writing.
- Understand and follow oral and written directions.
- Work cooperatively with others.
- Establish and maintain cooperative and effective working relationships with others.
- Work independently with little direction.
- Read interpret and follow rules, regulations, policies and procedures.

- Operate a variety of equipment used in the maintenance of school facilities, including floor buffers and strippers, wet and dry vacuums; maintain custodial equipment in a clean safe and operative condition.
- Lift objects weighing up to 75 pounds.
- Operate computer and software technology

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and five (5) years of increasingly responsible experience in maintenance or custodial work at the journeyman level; experience directing a major maintenance and operations program, in a school setting highly desired. Supervisory experience preferred.

WORKING CONDITIONS:

ENVIRONMENT:

- Indoor and outdoor environments.
- Regular exposure to fumes, dust and odors.

PHYSICAL ABILITIES:

- Standing for extended periods of time.
- Bending at the waist.
- Pushing and pulling cleaning equipment.
- Lifting, moving heavy furniture and equipment up to 75 pounds.
- Climbing ladders.
- Reaching overhead, above the shoulders and horizontally to replace lights in high places.

HAZARDS:

- Exposure to dust and various cleaning chemicals.

SALARY:

Placement on the Classified Management Salary Schedule.