



HEMET UNIFIED SCHOOL DISTRICT
1791 W. Acacia Ave. - Hemet, CA 92545-3637 - (951) 765-5100

MAINTENANCE SUPERVISOR

SUMMARY

This position is under the supervision of the Assistant Director of Operations and has supervisory responsibility for the Maintenance classifications of employees; plans, organizes, supervises, and evaluates the maintenance, repair and operation of all District and school facilities; evaluates maintenance personnel; assumes responsibilities and performs related duties as required.

REPRESENTATIVE DUTIES

- Plans, processes, prioritizes and issues work orders to the appropriate personnel to ensure continual safe and efficient operation to those under his/her supervision.
- Supervises maintenance staff by determining workloads and schedules; develops, interprets, and implements policies and procedures. Ensures that staffs are trained in complex maintenance activities and are following standard operating procedures.
- Works as a District Team member to establish goals, priorities, and expectations, and to develop the action plans and strategies for accomplishing them.
- Promotes team involvement and participation in setting goals, priorities, and strategies for safe, efficient and effective plant/facilities operations.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- Must be available to respond to emergency call-outs on weekends and after regular working hours; serves in the absence of the Assistant Director of Operations.
- Implements the District's hazardous communication program as it relates to the maintenance program; performs other related duties as assigned.
- Monitors and evaluates the completion of all work orders, manages maintenance backlogs, prepares operational reports for regulatory and budgetary purposes.
- Assists in the selection of personnel, follows established District model for employee evaluations and progressive discipline.
- Interacts with the Fire Marshal, insurance carrier, safety inspectors, and District Safety/Risk Manager, as it relates to inspection and compliance reports and ensures that all items related to the repair of facilities are expeditiously corrected.
- Develops standard work practices and procedures.
- Answers questions, researches product/s, provides information related to projects including resolving problems, approving expenditures, handling complaints and providing technical expertise in areas of expertise.
- Establishes and maintains liaison with vendors and District staff relative to the purchase and use of maintenance supplies and equipment.
- Ensures that in-service training, safety training, and proper safety practices are followed.
- May perform a variety of field maintenance tasks, depending upon experience and level of certification.

MINIMUM QUALIFICATIONS

Knowledge of

- Principles of administration, supervision, management, training, safety and security;
- Principles of budgeting, costs analysis and reporting;
- Knowledge of methods, practices, materials and equipment used in all areas of maintenance.
- Safe working methods and procedures.

Ability to

- Plan, assign, schedule and review the work of staff.
- Accurately estimate labor and materials costs for various projects in various trades.
- Read and interpret building blueprints, working drawings and shop cut-sheets.
- Interpret, apply and explain applicable building codes, regulations and procedures.
- Train, supervise and evaluate work of a large work force.

Hemet Unified School District
MAINTENANCE SUPERVISOR (continued)

Ability to (continued)

- Write and speak clearly and concisely, and make effective written and oral reports.
- Understand and carry out oral and written directions;
- Establish and maintain cooperative working relationships
- Work co-operatively with staff, students, contractors and the public;
- Make independent decisions;
- Work autonomously;
- Demonstrate good problem-solving skills;
- Organize tasks, set priorities & meet deadlines;
- Manage multiple tasks;
- Respond appropriately to evaluation & changes to the work setting

EMPLOYMENT STANDARDS

Education

- Graduation from high school or equivalent
- College level training in supervision, construction trades and related fields of Maintenance and Operations, and an AA degree or higher are desirable.

Experience

- Five years of responsible experience in the field of maintenance and operations including at least three years at a supervisory level in a comprehensive organization; training and experience that provide the required knowledge, skills and abilities to accomplish the duties listed. Public school district experience is desirable.

Licenses/Certificates

- Must possess a valid California Driver's License and maintain possession of such license during the course of employment; have an acceptable driving record; and must be insurable at standard rates by the District's insurance carrier and maintain such insurability during the course of employment is required.
- Must have a certificate of completion in Asbestos Building Inspector and Asbestos Management Planner or be willing to obtain such certificates within one year from employment date is required.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

Physical Demands: Reach, bend, stand, walk, look down (frequently); sit, drive (frequently), stoop, squat, kneel, climb (to roof), push, pull, twist (occasionally); crawl, lay down (infrequently); lift/carry up to 25 pound (infrequently); grasp and manipulate tools and supplies; use seeing, hearing and speaking.

Working Conditions: Work indoors and outdoors. Exposure to seasonal outside temperatures (30 F to 120 F), dust & wind, sun, insects and noise.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

POSITION STATUS

Classified Management Position