Job Title: MAINTENANCE SUPERVISOR

SUMMARY

Under general direction supervises and coordinates activities related to the maintenance and repair of campus utility systems, buildings and facilities; oversees remodeling and construction projects on campus.

DISTINGUISHING CHARACTERISTICS:
This position reports to the Maintenance Manager and provides supervision for the maintenance classifications. This is a working supervisor position and the incumbent may be required to perform repairs in any or all of the maintenance areas.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Schedules, assigns, directs and evaluates the work of the maintenance staff.

Estimates materials and equipment needs and maintains inventory of material received and used.

Supervises the maintenance and repair of building utility systems such as electrical wiring and control, heating, ventilating and air conditioning systems.

Estimates cost of material, supplies and labor for repair or replacement.

Consults with Maintenance Manager on work plans and assignments

Recommends specifications for materials and contract work.

Coordinates maintenance projects with campus departments.

Requisitions equipment and supplies.

Inspects work of employees on a daily basis to insure quality and completeness.

Assists with plans for future building maintenance and construction.

Assists with development of, and implements, a preventive maintenance program.

Provides data for a variety of records.

Provides input for the college maintenance survey.

Operates district vehicles.

Supervises the maintenance and repair of plumbing systems, painting and structural repairs to masonry and woodwork of buildings.

Keeps and upgrades records on work orders, building equipment and employee attendance.
Performs related duties as required.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Supervision, training, and work assignment.
All unified building codes and school building codes.
Record-keeping.
Appropriate safety precautions and procedures
Principles of supervision.
Building trades or mechanical trades.
Basic shop math.
PCs and related software.

ABILITY TO:
Supervise, assign, plan and evaluate work of subordinates.
Perform and instruct others in the performance of skilled maintenance work in one or more of the building trades.
Read and interpret blueprints.
Plan, organize, and evaluate the work of others
Prepare time, material and labor cost estimates.
Communicate effectively both orally and in writing.
Determine maintenance and repair priorities.
Maintain effective relationships with persons contacted in the course of work.

EDUCATION AND/OR EXPERIENCE:
Any combination equivalent to: graduation from high school and four years of construction and mechanical experience requiring the installation, maintenance, or repair of plumbing, electrical, heating and air conditioning systems and equipment at the journey level.

Experience must include some supervision in a trade area.

CERTIFICATES, LICENSES, REGISTRATIONS
Valid California driver's license and a driving record acceptable to the District for insurance purposes.

LANGUAGE SKILLS
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability
to speak effectively before groups of customers or employees of organization.

**MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, and talk or hear. The employee is occasionally required to reach with hands and arms; stoop, kneel, crouch, or crawl and perform work which involves the frequent lifting, pushing and or pulling of objects which may approximate 50 lbs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, moving mechanical parts, fumes or airborne particles, and risk of electrical shock and occasionally works in inside environmental conditions. The noise level in the work environment is usually moderate.

Adopted: June 3, 1985
Revised: December 1989; May 7, 1991; July 1, 2002