

# RIVER DELTA UNIFIED SCHOOL DISTRICT

## SUPERVISOR OF MAINTENANCE & OPERATIONS



### **DEFINITION**

To supervise Maintenance and Operations activities, including assigning and participating in the work of grounds maintenance, building maintenance and custodial services; to coordinate assigned activities with each school site and the District Office.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Director of Maintenance, Operations, and Transportation. or Assistant Superintendent of Business Services.

Exercises direct supervision over maintenance and custodial staff.

### **DUTIES**

#### **Essential Functions:**

1. Supervises Maintenance and Operations services and activities including grounds maintenance involving landscape maintenance and design; building maintenance involving semi-skilled carpentry, plumbing, heating and air conditioning and electrical work; and custodial services involving cleaning and minor building maintenance in the absence of an assigned custodial supervisor at school sites.
2. Manages implementation of goals, objectives, policies, and priorities for assigned programs; recommend and administer policies and procedures.
3. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends within district policy, appropriate service, and staffing levels.
4. Plans, directs, coordinates, and reviews the work plan for maintenance and operations; assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.
5. Selects, trains, motivates, and evaluates maintenance and operations personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
6. Participates in the development and administration of the Maintenance and Operations program annual budget; assists in forecasting funds needed for staffing, equipment, materials, and supplies; monitors expenditures; suggests and implements adjustments.
7. Monitors and assures adequate inventory levels of equipment and supplies. Communicates with district and site administrators, personnel, vendors, sales representatives and others regarding cleaning and repair needs, work orders, supplies, materials, and pesticide application.
8. Monitors employee performance and provides coaching for performance improvement and development. Directs and evaluates the performance of assigned staff.
9. Plans, coordinates, and arranges for appropriate training of subordinates.
10. Provides responsible for staff assistance to the Director of Maintenance, Operations, and Transportation.
11. Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to maintenance and operations programs, policies, and procedures as appropriate.
12. Inspects school sites for safety hazards and liability issues; implement changes.

13. Stays abreast of changes, new developments and regulations in building and ground maintenance.
14. Responds to and resolves difficult and sensitive citizen inquiries and complaints.
15. Communicates with outside organizations and individuals to exchange information, coordinates activities and resolves issues or concerns.
16. Attends conferences and workshops to maintain current knowledge of regulations and requirements and best practices.
17. Organizes and directs the application of pest control methods to eradicate weeds and other pests according to established procedures.
18. Ensures that maintenance operations comply with established laws, codes, rules, regulations, policies, and procedures.
19. Supervises the inspection, troubleshooting, diagnosis and repair of equipment and system problems and assures proper replacement of parts and components as needed.
20. Plans, schedules, and participates in inspection of school facilities, prepares necessary reports.
21. On call to respond to security alarms and facility and operations related emergencies.
22. Conducts routine inspections of all district facilities and vehicles for safety and cleanliness, and coordinates and supervises the repairs of equipment and facilities.
23. Prepares and monitors reports associated with removal of hazardous water.
24. Ensures all state, federal, and district laws, rules, policies, procedures, and regulations are followed.
25. Assigns work priorities.

**Marginal Functions:**

1. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Principles of supervision, training, and performance evaluation.  
 Operational characteristics, services and services of a maintenance and operations program.  
 Tools, materials, and equipment used in building and grounds maintenance, and custodial services.  
 Construction trades, including carpentry, plumbing, electrical, and heating and air conditioning.  
 Supervisory skills to implement programs and policies to satisfy operational needs.  
 Principles and practices of program administration.  
 Principles and practices of budget preparation and administration.  
 Pertinent federal, state, and local laws, codes, and regulations.  
 Education Code requirements related to school facilities.  
 Hazardous materials and asbestos.  
 Standard safety precautions.  
 Labor laws, contract negotiations, management, and grievance processes  
 Business letter writing, record keeping, and basic report preparation.  
 Research and development methods, techniques, and strategies  
 Proper English usage, spelling, grammar, and punctuation  
 Evaluation practices, methods, and design

**Ability to:**

Use and operate tools, material and equipment used in grounds and building maintenance.  
 Manage, organize, direct, and coordinate the work of lower-level staff.  
 Administer departmental goals, objectives, and procedures.  
 Administer departmental budgets.

Prepare clear, and concise administrative and financial reports.  
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.  
Research, analyze and evaluate new service delivery methods and techniques.  
Apply Federal, State, and local policies, laws, and regulations.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.  
Maintain consistent, punctual, and regular attendance.  
Plan, coordinate, and organize work with necessary district staff.  
Prepare clear and concise reports, manuals, and written instructions.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.  
Understand and be sensitive to, and have respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of students, parents, faculty, and staff.  
Recruit, hire, train, supervise, and evaluate the work of lower-level staff.  
Develop and maintain effective interpersonal relations using tact, patience, and courtesy.  
Work independently with little direction.  
Maintain effective audio-visual discrimination and perception needed for successful job performance.  
Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.  
Read, interpret, apply, and explain rules, regulations, district policies and procedures related to maintenance and custodial.  
Sustain productivity with frequent interruptions.  
Make confidential investigations.  
Participate in Drug Alcohol testing program as required by law.

## **EXPERIENCE AND TRAINING GUIDELINES**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

### **Experience:**

Three years of increasingly responsible experience in construction or building and/or grounds maintenance experience.

Two years of experience in a supervisory role (preferred).

### **Training:**

Associate degree from an accredited community college or university or minimum of 60 units from an accredited college or university with emphasis in building trades OR an equivalent to completion of twelfth grade with a combination of experience and education from which comparable knowledge, skills, and abilities that have been achieved, along with passing of district proficiency exam.

Additional specialized in training in building trades or a related field is desirable.

Bilingual, oral, and written Spanish (preferred).

Prior experience working in a school district setting (preferred).

### **License or Certificate:**

Valid Driver's License authorized for the State of California.

A valid First Aid and CPR certificate

Passing of District lifting exam.

## **WORKING CONDITIONS:**

### **Environmental Conditions:**

Field environment; office environment (work on a computer); outdoor environment driving on roads in variable weather conditions.

### **Physical Conditions:**

Essential and marginal functions may require maintaining the physical condition necessary for traveling to and from sites, for walking sites and jobs inspections, for sustained posture in a seated, a bent, and in a standing position; moderate to heavy lifting; operating motorized vehicles.

## **JOB PROFILE**

Annual Contract: 12 months

Classified Management & Confidential Employees Salary Schedule: Range 11

Board Approved: January 9, 2024