

MAINTENANCE SUPERVISOR

Class Code: 7435

TITLE: Maintenance Supervisor
Grade 21

REPORTS TO: Director Maintenance

SUPERVISES: Maintenance Workers

JOB FUNCTION: Plan, organize, schedule, assign and review maintenance work for one or more trades groups; train, supervise and evaluate the work of assigned employees.

DUTIES AND RESPONSIBILITIES:

- Plan, organize, coordinate and oversee day-to-day maintenance activities to assure the proper and efficient maintenance and repair of District buildings and facilities.
- Train, supervise and evaluate the performance of assigned maintenance and skilled trades staff; assign and review work and participate in the selection of new personnel as assigned.
- Develop and prepare work schedules; review maintenance reports and work orders; prioritize and coordinate duties and assignments to assure effective workflow and facilitate operations; coordinate responses to emergency calls.
- Prepare and maintain records, files, logs and reports related to personnel, inventory, supplies, work requests, work performed and safety issues as assigned.
- Conduct inspections of buildings and facilities to determine maintenance and repair needs and quality of work performed; recommend the removal of fire, safety or health hazards including asbestos-related issues; instruct staff in safe work practices.
- Participate in the establishment and implementation of a systematic preventive maintenance program; investigate vandalism as necessary.
- Assist in determining needed equipment, materials and supplies for the District maintenance operations; requisition a wide variety of supplies, maintenance tools and equipment.

MAINTENANCE SUPERVISOR

DUTIES AND RESPONSIBILITIES (CONT.):

- Communicate with vendors, contractors and inspectors regarding maintenance operations and activities, materials, specifications, scheduling and District policies and procedures.
- Perform other duties as assigned.
- Maintain regular attendance.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Methods, materials, and equipment used in the various building maintenance trades such as carpentry, plumbing, painting, electrical, heating and ventilating and air conditioning as assigned.
- Building construction practices and laws governing the construction and repair of public buildings.
- Appropriate safety precautions and procedures.
- Health and safety regulations.
- Applicable State, County and City laws, codes and regulations related to building and grounds maintenance operations.
- District organization, operations, policies and objectives.
- Oral and written communication skills.
- Record-keeping techniques.

ABILITY TO:

- Perform a variety of responsible duties related to the supervision of maintenance operations and activities.
- Plan, organize, schedule, assign and review maintenance work.
- Train, supervise and evaluate personnel.
- Prioritize and schedule work.
- Read, interpret and work from construction drawings and blueprints.
- Estimate materials and labor costs.
- Plan, lay out, direct and control a maintenance work program involving diversified activities.
- Work independently with little direction.
- Communicate effectively both orally and in writing.
- Maintain records and prepare reports.
- Establish and maintain cooperative and effective working relationships with others.
- Perform heavy physical labor.
- Observe legal and defensive driving practices.

MAINTENANCE SUPERVISOR

PHYSICAL DEMANDS:

- Work is performed while standing, sitting and/or walking.
- Requires the ability to communicate effectively using speech, vision and hearing.
- Requires the use of hands for simple grasping and fine manipulations.
- Requires bending, squatting, crawling, climbing, reaching.
- Requires the ability to lift, carry, push or pull medium weights, up to 75 pounds
- Requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, and exposure to dust, fumes and gases.

EDUCATION AND EXPERIENCE:

- High school diploma or G.E.D. Certificate
- Four years increasingly responsible skilled maintenance experience related to assigned area of responsibility preferred.

LICENSES AND OTHER REQUIREMENTS:

Original Date: 01/1999

Revision Date: 07/2011

Revision Date: 07/2012

Revision Date: 12/2014