



RIALTO UNIFIED SCHOOL DISTRICT SUPERVISORY

MAINTENANCE SUPERVISOR

DEFINITION:

Under the direction of an assigned Administrator or Supervisor, plan, organize, coordinate, oversee and participate in various maintenance and construction activities including a variety of special projects; prioritize, schedule, assign and inspect daily work projects; train and evaluate the performance of assigned staff; perform other job-related duties as assigned and/or as required.

ESSENTIAL DUTIES:

- Plan, organize, coordinate, oversee and assist with various skilled and highly technical maintenance activities related to facilities construction projects, electrical/electronics, alarm systems, HVAC, locksmithing, telecommunication systems and Emergency Management Systems (EMS); inspect work in progress and completed projects to ensure compliance with related federal, State and District rules, regulations and work orders.
- Train and evaluate the performance of assigned staff; review work to assure compliance with established guidelines and procedures; recommend disciplinary actions as needed and recommend transfers, reassignments, terminations, promotions and other personnel actions as appropriate; monitor assigned staff timecards, vacation requests and absences.
- Develop and prepare work schedules and issue work orders; plan and lay out complex jobs; review maintenance reports and work orders to determine materials, labor and time requirements; prioritize and coordinate duties and assignments to ensure effective workflow and facility operations.
- Inspect and monitor maintenance work sites, school facilities and office building to ensure safety and to resolve safety hazards; evaluate school facilities and office buildings; determine, plan and schedule repair and refurbishing needs; assure proper and timely resolution of maintenance and repair issues.
- Review major project plans and assist in the coordination of staffing resources and material allocations; interpret electrical plans, diagrams, blueprints, sketches and specifications.
- Review supply, material and equipment requests; recommend acquisition of needed stock in order to maintain an appropriate inventory; assist skilled craft and general maintenance personnel in arriving at alternative solutions to unusual and unforeseen problems, issues and concerns.
- Operate a variety of equipment, hand and power tools specific to the assignment.
- Plan and establish schedules for ongoing preventative maintenance and equipment replacement.

- Determine needed equipment, materials and supplies for maintenance operations; requisition a variety of supplies, tools and equipment; review purchase requisitions submitted by staff and make recommendations for approval; ensure proper receipt of ordered materials.
- Assist with the maintenance, facilities projects, facilities planning, design, project management and project close out.
- Assist in the development of contract specifications, bid documents and coordination of the bid process.
- Prepare and maintain records, files, logs and reports related to personnel, staff attendance, inventory, work requests, work performed, safety issues and other reports related to assigned activities; prepare and distribute a variety of correspondence in the coordination of maintenance and repair activities.
- Communicate with District maintenance staff, personnel and departments to provide technical information, coordinate activities and resolve issues, concerns or questions regarding work orders and scheduling of projects work.
- Serve as a technical resource to personnel concerning maintenance and repair operations, projects and activities; respond to inquiries and provide detailed and technical information regarding related laws, codes, regulations, policies and procedures; serve as a liaison to vendors and contractors providing services to the District.
- Participate in the development of the department budget; assist with expenditure control costs and provide budget recommendations.
- Plan and conduct a variety of meetings and in-service safety trainings for maintenance personnel; serve on committees as directed.
- Coordinates yearly inspections for fire alarm systems, fire riser/hydrant systems, intrusion alarms, generators, UPS systems and electrical equipment.
- Operate a computer and assigned software.
- Coordinate response to emergency maintenance and repair needs as directed.
- Drive a service vehicle to conduct work and to perform inspections and/or maintenance projects.
- May perform a variety of special projects related to facilities planning, facilities construction, warranty issues and maintaining the NFPA 70E District-Wide electrical safety plan as directed.
- Perform other job-related duties as assigned and/or as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Methods, techniques, materials and equipment utilized in school facility and building maintenance, inspections, repair and construction.
- Principles and practices of organization, supervision and training.
- Legal mandates, policies, regulations and guidelines pertaining to the maintenance, repair and construction of school facilities, office and equipment.
- Principles, methods and techniques of electrical repairs, construction, design, engineering and emergency repairs and related protocols.
- Principles, methods and techniques of installation and replacement for fire alarm

systems, intrusion alarms, surveillance cameras, phones, intercoms and data field wiring.

- Principles, methods and techniques HVAC & R and Emergency Management Systems (EMS) including construction, replacement and maintenance.
- Inventory practices and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.
- Safe working methods and procedures.
- OSHA and South Coast Air Quality regulations.

ABILITY TO:

- Plan, organize, coordinate, oversee the operations and activities involved in the general maintenance and repair of designated buildings, facilities and equipment.
- Coordinate personnel, communications and information to meet organizational needs and assure smooth and efficient activities.
- Train and evaluate the performance of assigned personnel.
- Inspect projects for accuracy, completeness and compliance with established specifications.
- Estimate material, labor, equipment and time requirements.
- Interpret blueprints, plans, drawings, schematics and other data pertaining to the maintenance, repair and construction of school facilities, office building and equipment.
- Effectively serve as a liaison to contractors and vendors performing District service.
- Communicate effectively in oral and written form.
- Establish and maintain cooperative working relationships.
- Meet schedules and timelines.
- Work independently with little direction.

EDUCATION AND EXPERIENCE:

EDUCATION:

Verification of a High School diploma, a GED certificate, or a higher degree.

EXPERIENCE:

Four years of performing general maintenance and repair activities including supervising journey-level trade craft areas pertaining to the maintenance, repair and construction of school facilities, office building and equipment.

Recent job-related experience within the last five years is required.

LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS:

A Valid California Motor Vehicle Operator's License.

Insurability by the District's liability insurance carrier.

PREFERRED QUALIFICATIONS:

Supplemental training or course work in one or more of the maintenance craft areas, organization and supervision, or a closely related area is desirable, but not required.

WORKING CONDITIONS:**ENVIRONMENT:**

Indoor and outdoor environment.

Driving a vehicle to conduct work.

Variable work hours.

PHYSICAL ELEMENTS:

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

- Will frequently exert 50 to 75 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Will sit most of the time but may walk or stand for extended periods of time.
- Will occasionally involve ascending and descending ladders, stairs, and ramps.
- Must possess the ability to hear and perceive the nature of sound.
- Must possess visual acuity and depth perception.
- Must be capable of providing written and oral information, both in person and over the telephone and other communication devices.
- Must possess the manual dexterity to operate business-related equipment and to handle and work with various objects and materials, including hand tools.

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

POTENTIAL HAZARDS:

Working around or with machinery having moving parts.

Working at heights.

Possible exposure to high voltage and electrical shock.

Seasonal heat and cold, and adverse weather conditions.

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