

RIALTO UNIFIED SCHOOL DISTRICT

MAINTENANCE SUPERVISOR

DEFINITION

Under the general direction of the Maintenance Supervisor/Planner, coordinates, supervises, and participates in the construction, repair, and maintenance of District facilities, systems, and equipment; inspects reviews and evaluates the District maintenance operational functions and activities; provides technical input concerning complex or unusual maintenance matters; assists in determining priority of work orders, ordering stock, material, and supplies; performs other related work as assigned and/or required.

ESSENTIAL DUTIES

- establishes priorities, organizes, schedules, coordinates, supervises and participates in the work functions of the maintenance, repair and construction operation
- inspects and reviews maintenance work sites, school facilities and office building to ensure against safety hazards
- evaluates school facilities and office buildings, and determines repair and refurbishing needs
- reviews work orders and major project plans, and aids in the coordination of manpower resources and material allocations
- assists in the planning, development and conduct of orientation and in-service training programs for maintenance personnel
- confers with District and site personnel and others regarding maintenance, repair and construction projects, and serves as a liaison to vendors and contractors providing service to the District
- assists in the budget planning and expenditure control process
- reviews supply, material and equipment request and recommends acquisition of needed stock in order to maintain an appropriate inventory
- maintains a variety of records pertaining to the maintenance operational process, that may include cost estimates as to time and material, personnel service time and performance evaluation data
- assists skilled craft and general maintenance personnel in arriving at alternative solutions to unusual and unforeseen problems, issues and concerns
- may perform highly technical and skilled maintenance craft functions
- establishes schedules for ongoing preventive maintenance and equipment replacement
- drives a service vehicle to and from work sites

QUALIFICATIONS

Knowledge of: Methods, techniques, materials and equipment utilized in school facility and building maintenance, repair and construction; principles, methods and techniques of organization and supervision; legal mandates, policies, regulations and guidelines pertaining to the maintenance, repair and construction of school facilities, office and equipment; safe working methods and procedures; OSHA and South Coast Air Quality regulations.

Ability to: Interpret blueprints, plans, drawings, schematics and other data pertaining to the maintenance, repair and construction of school facilities, office building and equipment; maintain a comprehensive data management, storage and retrieval system; effectively serve as a liaison to contractors and vendors performing District service; accurately estimate cost of repair and construction of facilities; communicate effectively in oral and written form; understand and carry out oral and written directions with minimal accountability controls; establish and maintain cooperative working relationships.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this 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, scaffolding, 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
- may occasionally experience exposure to hot, cold, wet, humid, or windy conditions caused by weather

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

EXPERIENCE: Four years of supervising journeyman level craft areas pertaining to the maintenance, repair and construction of school facilities, office building and equipment.

EDUCATION: Verification of a High School diploma, a GED certificate, or a higher degree; supplemented by advanced training or course work in one or more of the maintenance craft areas, organization and supervision, or a closely related area is preferred.

LICENSE REQUIREMENT: A Valid California Motor Vehicle Operator's License.

Condition of Employment: Insurability by the District's liability insurance carrier.