

Magnolia School District

MAINTENANCE SUPERVISOR

DEFINITION

Under the supervision of the Director of MOTF or District Management, supervises the maintenance, grounds, custodial personnel, and clerical staff. Knowledge of and supervises a variety of semi-skilled and skilled maintenance and repair work on buildings and equipment.

EXAMPLES OF DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

- Interviews and evaluates personnel;
- Responds to emergency calls after hours and on weekends;
- Develops work schedules and adapts to supervise weekend and emergency crews as needed;
- Performs inspection of District buildings, fixtures, and grounds;
- Estimates the materials and labor involved in repairing, maintaining, or altering same;
- Recommends specifications for materials to be used and inspects work done for compliance with established standards;
- Confers with school principals and other District personnel on maintenance and grounds problems on an on-going basis, and makes recommendations as required;
- Maintains complete records and plans of buildings and changes made;
- Recommends construction and grounds maintenance budget items;
- Makes recommendations concerning purchase of materials and equipment;
- Interprets building plans and specifications, checks for conformity with codes, regulations, and safety orders;
- Confers on departmental priorities;
- Acts for the departmental director in his absence;
- Reconciles problems to avoid departmental complaints;
- Arranges and adapts work schedules for emergency, as well as routine activities;
- Knowledge of and supervises a variety of semiskilled and skilled maintenance and repair tasks;
- Supports in related maintenance work as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- Methods, materials, tools, and equipment used in the grounds maintenance and in various trades such as carpentry, concrete work, plumbing, electrical work, cabinet making, glazing, painting, and grounds care;
- Laws affecting the maintenance, repair, and construction of school buildings and grounds;
- Safe work practices;
- Heating, ventilation, air-conditioner (HVAC) systems and their repair and upkeep;
- Principles of supervision.

Ability to:

- Estimate needed materials and equipment.
- Coordinate and supervise a wide variety of outside construction contractors.
- Coordinate a variety of district projects.
- Maintain a high level of quality workmanship.
- Plan complex projects from start to finish.

- Knowledge of and supervises a variety of semi-skilled and skilled maintenance and repair tasks.
- Read and interpret sketches and blueprints.
- Supports with heavy manual labor as needed.
- Understand and carry out oral and written instructions.
- Establish and maintain effective and harmonious working relations with school staff, employees, supervisors and the public.
- Provide training and support to M and O staff.
- Follow safe work practices.
- Follow safe driving practices.

Experience:

- Three years of responsible experience in general construction and maintenance work.

Education:

- High school diploma or equivalent.
- Post-secondary Education – Preferred.
- Pass a rigorous District test related to the field applied.

LICENSE REQUIRED

- Possession of a valid California Motor Vehicle Operator’s License

WORKING ENVIRONMENT

While performing the duties of this job, the employee works on the school grounds and in a classroom as needed. The employee’s primary responsibility is working on the grounds and buildings near students and staff during the school day. This position may involve frequent interruption and direct contact with staff, students and the public; a high volume of responsibilities that may require working without direct and/or constant supervision; and working in a school environment where the noise level is usually moderate.

PHYSICAL and MENTAL REQUIREMENTS

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

- Persons performing service in this position classification may exert 75 to 100 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work may involve ascending and descending ladders, stairs, scaffolding and ramps, and will involve walking or standing for extended periods.
- Perceiving the nature of sound, near and far visual acuity, depth perception, providing oral information, the manual dexterity to operate equipment and use hand tools, and handle and work with various materials and objects are important aspects of this job.
- Exposure to hot, cold, wet, humid, or windy conditions caused by weather may occasionally be experienced.

The physical and mental demands described above are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Range: 51M

Revised: 02/2018
 Approved: 11/2017, 03/2018

EQUAL OPPORTUNITY EMPLOYER
