



# COVINA-VALLEY

## UNIFIED SCHOOL DISTRICT

July 1989

### BUILDING MAINTENANCE SUPERVISOR

#### DEFINITION

Under direction, to plan, organize, supervise, coordinate and participate in the maintenance, repair and new construction of District buildings, structures and facilities; and to perform other job related work as required.

#### EXAMPLES OF DUTIES

Plans, organizes, supervises and coordinates the work of personnel engaged in the maintenance, repair and new construction of District buildings, structures and facilities; trains and supervises maintenance personnel engaged in semi-skilled and skilled electrical, carpentry, painting, plumbing, glazing, heating and air-conditioning and welding including both new construction and installation work; inspects and reviews work in progress and upon completion inspects the work performed by contractors and provides necessary on-site direction and assistance; confers with Department Administrators to discuss projects and assignments to determine plans and priorities; prepares cost estimates and the department budget; assists in the development and implementation of preventive maintenance programs; coordinates maintenance projects with other departments, agencies and supervisory personnel; receives and responds to inquiries, service requests and complaints; maintains a variety of records and files and prepares required reports; assists in the preparation of specifications and operating policies and in the selection of needed equipment; interprets and works from plans, drawings and specifications; promotes and enforces safe work practices; orders and maintains stock of parts and supplies;

#### SPECIAL REQUIREMENT

Possession of the category of valid California driver's license required to meet performance requirements of the position as determined by the State Department of Motor Vehicles rules.

#### DESIRABLE QUALIFICATIONS

##### Knowledge of:

- Methods, materials and equipment used in the skilled trades, including electrical, carpentry, plumbing, painting and masonry work;
- Applicable laws, codes and safety orders governing the maintenance, repair and new construction of buildings, structures and related facilities;
- Principles of supervision and training;
- Principles of budget preparation, cost estimating and expenditure control;
- Safe work practices.

(continued)

## Building Maintenance Supervisor – page 2

### Ability to:

Plan, organize, direct, supervise, coordinate and participate in the maintenance, repair and new construction of District buildings, structures and facilities;  
Oversee the performance of a variety of journey level building trades work;  
Inspect projects and determine the adequacy of the work;  
Interpret and work from plans, drawings and specifications;  
Provide training and guidance to department personnel;  
Maintain accurate records and files and prepare clear and concise oral and written reports;  
Establish and maintain cooperative working relationships with department heads, subordinate employees, contractors and the general public;  
Prepare the department budget and control expenditures;  
Understand and carry out oral and written directions.

### Training and Experience:

Any combination of training and experience, which would provide the required knowledges and abilities, is qualifying. A typical way to obtain these knowledges and abilities would be:

Three years of journey level experience in one or more of the building trades including one year of supervisory or administrative experience.

This position will be paid on the appropriate step of the Classified Management salary schedule:

- Range 178X
- 12 months