



COVINA-VALLEY

UNIFIED SCHOOL DISTRICT

February 2014

Facilities and Grounds Maintenance Supervisor

Definition

Under the direction of the Director of Maintenance, Operations, and Transportation, coordinates, supervises, and oversees the day-to-day activities and operations of maintenance and groundskeeping at all District sites; trains and evaluates the performance of assigned personnel; determines the priority of work orders; supervises ordering of stock, materials, and supplies; inspects work in progress and upon completion, and ensures proper scheduling, productivity, and supervision of personnel; does related work as required.

Essential Duties and Responsibilities

- Coordinates, schedules, and assigns the maintenance and repair work of all District structures and related facilities and equipment;
- Regularly inspects District buildings, equipment, construction sites, grounds, and other facilities to determine needed maintenance and repair;
- Inspects work in progress and upon completion and ensures proper completion of work orders and contracts;
- Confers with supervisors and/or administrators regarding maintenance projects and priorities to ensure timely and efficient response to grounds and facility needs;
- Assists in the selection and training of maintenance personnel;
- Plans, organizes, reviews, and prioritizes work orders and projects for maintenance and grounds personnel;
- Consults with site administrators on how to improve custodial activities;
- Meets with department staff and provides supervision on regular and special assignments;
- Works in cooperation with site administrators to supervise and evaluate the performance of assigned staff;
- Recommends and participates in the progressive disciplinary process as needed;
- Develops and prepares work schedules;
- Reviews maintenance reports and work orders to determine materials, labor, and time requirements;
- Prioritizes and coordinates duties and assignments to ensure effective workflow and facilitate operations;
- Works with the Director of Maintenance, Operations, and Transportation and Chief Business Officer to communicate with vendors, contractors, engineers, and state and local inspectors regarding maintenance and operations related activities, materials, specifications, scheduling, and District policies and procedures; read and interpret building plans, blueprints and specifications, and ensure conformance with building and safety codes, regulations, and requirements; prepare and maintain records, files, logs, and reports related to personnel, inventory, facilities use, supplies, work requests, work performed, and security and safety issues;

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- Determines and orders needed equipment, materials, and supplies for the District maintenance operations; requisitions a wide variety of supplies, maintenance tools, and equipment;
- Ensures proper receipt and distribution of ordered materials; operates a computer and other office equipment as assigned; operates various maintenance and grounds vehicles, tools, machines, and equipment;
- Attends a variety of meetings as assigned;
- Assists in the coordination of large projects;
- Performs related duties as assigned.

Required Qualifications

- Valid California driver's license;
- Insurability with District carrier and a driving record acceptable to District administration;
- Completion of a District approved supervisory/managerial/leadership training course within 12 months of hire date;
- Regular attendance at the workplace is an essential function of this position.

Knowledge of:

- Methods, materials, and equipment used in the building maintenance, grounds, and custodial services;
- Planning, organizing, supervising, and inspection of a wide variety of work in the building, construction, and landscape trades;
- Personnel practices and techniques of supervision and work evaluation;
- Practices and laws governing the maintenance and repair of schools and public buildings;
- Applicable federal, state, and local laws, codes, and regulations related to assigned areas;
- Appropriate safety precautions and procedures, including but not limited to Cal/OSHA requirements for the work supervised.

Ability to:

- Plan, coordinate, and supervise the work of maintenance, grounds, and custodial personnel;
- Instruct, train, and timely evaluate the performance of assigned personnel;
- Plan, organize, schedule, assign, and review maintenance work and projects;
- Read, interpret, and work from drawings and blueprints;
- Communicate effectively with administrators, professional staff, and other personnel involved in the use of buildings and facilities being maintained;
- Estimate materials and labor costs;
- Establish and maintain cooperative and effective working relationships with others;
- Understand and carry out oral and written directions;
- Prepare oral and written reports as assigned;

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- Ensure compliance with District policies, practices, and collective bargaining agreements.

Training and Experience:

- At least one year of general trade experience in the maintenance, custodial, and grounds/landscaping fields is required;
- Three years of journey-level experience in at least one of the following areas: grounds/landscaping, custodial, or maintenance (e.g., carpentry, electrical, HVAC, plumbing, painting);
- Two years of experience in a supervisory, lead, or senior capacity.

Education:

- High school diploma or equivalent;
- Formal supervisory, managerial and/or leadership training, or education completed at a college, trade school, conference, or workshop is highly desirable.

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

- Range 177X
- 12 months