

# COVINA-VALLEY UNIFIED SCHOOL DISTRICT

January 2022

New Job Description

Personnel Commission Approval: February 8, 2022

Board Approval: February 22, 2022

## Maintenance, Operations, Facilities, and Transportation Supervisor

### Definition

Under the general direction of the Director and/or Assistant Director of Maintenance, Operations, Facilities, and Transportation, perform technical and responsible functions and activities pertaining to maintenance, custodial, grounds, energy management, transportation, vehicle maintenance, and/or repair school facilities; organize, plan, coordinate, train, and supervises custodial, grounds, maintenance and/or transportation personnel Districtwide; performs other duties as assigned.

### Essential Duties and Responsibilities

- Supervises, trains, and evaluates a variety of custodial, grounds, maintenance, facilities, and/or transportation staff;
- Develop and coordinate staffing and scheduling;
- Confer with the Director and/or Assistant Director relative to the district custodial, grounds, maintenance and transportation programs, methods and procedures of work, supply and equipment requirements, and operational problems and conflicts;
- Prepare and manage the budget for custodial, grounds, maintenance, facilities, and transportation personnel, supplies, and equipment;
- Recommends annual purchase requests for custodial, grounds, maintenance, facilities, and transportation supplies;
- Act as liaison between the district and school sites regarding custodial, grounds, maintenance, facilities, and transportation;
- Confer with principals and District administrators regarding custodial, grounds, maintenance, facilities, and transportation services;
- Plan and implement training programs for all custodial, grounds, maintenance, facilities, and transportation personnel;
- Supervise compliance with state regulations;
- Supervise and assist with the coordination of school facility planning and construction;
- Maintains a variety of records and prepares reports;
- Establish, maintain, and evaluate District and school site cleaning, maintenance, and safety standards;
- Prepare data and make recommendations for site needs for utilization of custodial, grounds, maintenance, and transportation personnel;
- Coordinate, organize, and schedule custodial, grounds, maintenance, facilities, and transportation personnel;
- Attend and participate in workshops, in-services, and special events;

- Other relatable duties as assigned.

#### Required Qualifications

- Possession of a valid California Motor Vehicle Operator's License.
- Insurability by District's liability insurance carrier.

#### Preferred Qualifications

- Bilingual, Spanish-speaking preferred.

#### Training and Experience

Any combination of education and experience that would provide the required knowledge may be qualifying. A typical way to obtain the required knowledge and skill would be:

- High School Diploma or equivalent, including coursework and training in management, supervision, and current business practices;
- Three to five years of supervisory/managerial experience is highly desired.

#### Knowledge of

- Motivation techniques and strategies;
- Principles of organization and supervision;
- Safe working methods and procedures;
- Methods, materials, and equipment used in the various crafts, custodial, grounds, maintenance, and transportation;
- Maintenance of school buildings, facilities, and grounds areas;
- Building construction and housekeeping practices;
- Laws, rules, and regulations affecting the construction, repair, maintenance, and safety of school buildings and facilities;
- Hazardous materials and waste regulations and requirements;
- English, grammatical usage, spelling, and punctuation.

#### Ability to

- Plan and coordinate the work involved in maintaining school facilities;
- Plan, coordinate, and supervise the work of custodial, grounds, maintenance, facilities, transportation, and other personnel;
- Maintain accurate maintenance activities and budgetary expenditures;
- Quickly learn and apply District policies, rules, regulations, procedures, and collective bargaining agreement;
- Keep current on all EPA/OSHA regulations;
- Work courteously and tactfully with co-workers, the public, pupils, and parents;
- Promote team building and a positive environment;

- Adapt easily to work assignments, additional priorities, and new procedures;
- Receive constructive criticism and modify work appropriately;
- Work without close monitoring and meet deadlines;
- Identify needs and solve problems independently as appropriate;
- Suggest procedural improvements to the immediate supervisor as appropriate;
- Demonstrate skill in handling difficult situations using good judgment;
- Maintain a high level of professionalism in keeping the needs of the district a top priority;
- Communicate effectively in oral and written form with a variety of audiences;
- Prepare clear and concise reports pertaining to the specialized and technical subject matter;
- Understand and complete oral and written directions;
- Make arithmetical calculations with speed and accuracy;
- Establish and maintain excellent working relationships and promote good customer service;
- Supervise, organize, and motivate all levels of custodial, grounds, maintenance, and transportation personnel at various sites;
- Communicate effectively in a diverse environment;
- Work evenings or weekends, as needed.

### Physical Requirements

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

- Exert 25 to 100 pounds of force frequently to lift, carry, push, pull, or otherwise move objects;
- Ascend and descend ladders, stairs, scaffolding, and ramps;
- Demonstrate the manual dexterity to operate equipment, use hand tools, and manipulate and handle various materials and objects;
- Experience exposure to hot, cold, wet, humid, or windy conditions;

Reasonable accommodations may be made to enable a person with a disability to perform the job's essential functions.

This position will be paid on the appropriate step of the classified management salary schedule (12 months, Range 196X \$6,547.37 - \$7,959.45)