



SUPERVISOR-OPERATIONS PLANNER

DEFINITION:

Under the supervision of the Director Maintenance, Operations and Transportation, assists in the planning, organization and execution of projects related to custodial, grounds, warehouse, and maintenance operations; supervises the work assignment of department personnel **and facilitates contract labor in the completion of assigned projects.**

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Assists with planning and scheduling of projects; oversees projects in progress; coordinates and inspects the activities of staff; assures compliance with applicable health and safety standards; serves as liaison and point of contact between the site administrator and Maintenance & Operations department.
- Conducts regular site visits and inspects completed work by custodial and grounds staff for accuracy and compliance with instructions and established standards; inspect assigned areas and report safety, sanitation and fire hazards to appropriate authorities.
- Assists the Administrator of Operations with custodial, warehouse, pool maintenance, stadiums, athletic fields, and grounds. Assists with budgets, inventory, required supplies and related activities for these areas and other areas as assigned.
- Trains and evaluates the performance of assigned staff; interviews and selects employees and recommends allocation and placement of staff, including transfers, and reassignment;
- Assigns employee duties and reviews work to ensure compliance with established guidelines and procedures.
- Determines needed equipment, materials and supplies for custodial, grounds and warehouse operations as assigned; requisitions a variety of supplies, tools and equipment according to established procedures; maintain proper inventory levels of supplies and equipment as assigned.
- Consults with the Director of Maintenance, Operations and Transportation regarding work scheduling, work order completion, and status of maintenance support services in the areas of field maintenance, , pools, stadiums, athletic fields, playgrounds, asphalt and concrete.
- Processes routine work requests.
- Supervises and assists in inspecting the work of assigned personnel and crews.
- Assists the Administrator of Maintenance with construction project bid documents; studies and analyzes the terms and conditions of contract agreements, plans, specifications, addenda, and interpretations.
- Meets with vendors; investigates, tests, and evaluates products and equipment; provides recommendations regarding product quality, price and suitability for use by the District.
- Serves as a technical resource to personnel on related custodial, grounds, PPM Program and warehouse operations problems.
- Completes site and playground inspections on a routine basis.
- Facilitates Recreation Improvement Maintenance District (RIMP) Projects.
- Ensures compliance on the preparation and application of herbicides and insecticides in compliance with Federal, State and local regulations.
- Prepares and maintains a variety of records and reports related to assigned activities including inspections and personnel; oversees and participates in the preparation of use of facilities requests as assigned.
- Operates and maintains a variety of equipment and small power and hand tools; performs basic maintenance of equipment according to established procedures.
- Confers with site administrators and assigned supervisor regarding the care, cleaning and maintenance of facilities; receives, screens, prioritizes and responds to staff needs.
- Communicates with administrators, personnel and outside organizations to coordinate activities, resolve issues and conflicts and exchange information.
- Responds to emergency and calls after hours as assigned.
- Attends related meetings as directed.

- Works a flexible work schedule, including weekends.

QUALIFICATIONS GUIDE

Knowledge of:

- Requirements of maintaining buildings and grounds in a safe, clean and orderly condition.
- Principles and practices of supervision and training.
- Proper methods, techniques, materials, tools and equipment used in custodial, grounds, warehouse and maintenance.
- Safe practices and work methods related to custodial, grounds, warehouse and maintenance activities.
- Proper methods of storing equipment, materials and supplies.
- Proper lifting techniques.
- Cost effective practices in the field of operations maintenance.
- Applicable building codes, ordinances, requirements, regulations and safety precautions.
- Inventory practices and procedures.
- Applicable rules, guidelines and regulations related to assigned activities.
- Inventory practices and procedures.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.

Ability to:

- Organize and direct operations and activities involved in **the care, cleaning, maintenance and security of** designated buildings, facilities and equipment.
- Coordinate personnel, communications and information to meet organizational needs and ensure smooth and efficient completion of activities.
- Train, supervise, assign and review the performance of assigned personnel.
- Apply tact and courtesy to establish and maintain productive working relationships.
- Communicate effectively both orally and in writing.
- Work independently with little direction.
- Inspect projects for accuracy, completeness and compliance with established specifications.
- Monitor and ensure adequate levels of maintenance and repair equipment and supplies.
- Interpret, apply, explain and assure compliance with established rules, regulations, guidelines, schedules, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Confer with site administrators and assigned supervisor regarding the care, cleaning and maintenance of facilities.
- Requisition and distribute custodial, grounds and warehouse supplies.
- Perform minor non-technical repairs.
- Observe and report need for maintenance and repair.
- Meet schedules and time lines.

EDUCATION/EXPERIENCE:

Any combination equivalent to: graduation from high school and five years' experience in custodial, warehouse, or grounds, including three years of lead or supervisory experience. Any combination of training and experience which could provide the required levels of knowledge and experience. College level coursework, Bachelor degree preferred.

LICENSES AND OTHER REQUIREMENTS:

- Valid California Class C Driver's license. Drives a vehicle to conduct work.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable

individuals with disabilities to perform the essential functions.

- Hearing and speaking to exchange information.
- Dexterity of hands and fingers to operate a variety of hand and power tools.
- Seeing to monitor and inspect work and read a variety of materials.
- Reaching overhead, above the shoulders and horizontally.
- Bending at the waist, kneeling or crouching.
- Sitting, walking or standing for extended periods of time.
- Lifting, carrying, pushing or pulling moderately heavy objects up to 50 pounds.

WORK ENVIRONMENT:

Indoor/Outdoor environment. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually loud. Hazards include:

- Working around and with machinery having moving parts.
- Working in outside weather conditions.
- Exposure to cleaning agents and chemicals.
- Potential exposed to fumes or airborne particles, risk of electrical shock, risk of radiation, and vibration.

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