

SUPERVISOR-MAINTENANCE PLANNER

DEFINITION:

Under the supervision of the Director of Maintenance and Operations, assists in the planning, organization, and execution of projects related to the maintenance, grounds, and improvement of District facilities; 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.

- Consults with the Directors of Maintenance and Construction regarding major maintenance and facilities improvement projects.
- Assists with planning and scheduling of projects; oversees projects in progress; inspects work; coordinates work within the framework of site activities; serves as liaison and point of contact between the site administrator, Maintenance & Operations department, and the contractor performing the work.
- Provides cost estimates for improvement projects; assists site administrators/program managers in formulating project proposals.
- Consults with the Director of Maintenance and Operations regarding work scheduling, backlog issues, and status of maintenance support services.
- Conducts contractor job walks; provides facility information; assists in the public works project process.
- Meets with vendors; investigates and evaluates products and equipment; provides recommendations regarding product quality, price and suitability for use by the District.
- Trains and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignment, termination and disciplinary actions; assigns employee duties and reviews work to ensure compliance with established guidelines and procedures.
- Processes routine work requests.
- Monitors progress of maintenance and repair projects; inspects completed projects for accuracy, completeness and compliance with established work orders and specifications.
- Participates in requisitioning of materials and/or contract services; writes work specifications; receives and evaluates proposals from outside contractors.
- Maintains records, provides performance and cost data reports; authors internal maintenance related correspondence and memoranda.
- Prepares and/or assists with construction project bid documents; studies and analyzes the terms and conditions of contract agreements, plans, specifications, addenda, and interpretations.
- Oversees the maintenance of project records, and site files.
- Prepares reports, maintains records, and ensures compliance with current standards, codes and ordinances.
- Coordinates and maintains communication and cooperative working relationships with site Administrators and other District personnel, contractors, vendors; solicits formal and informal bids.
- Receives, reviews, and investigates request for school site improvements and building modifications.
- Drives a vehicle to conduct work.
- Respond to emergency situations as necessary.

QUALIFICATIONS GUIDE

Knowledge of:

- Organization and direction of operations and activities involved in the general maintenance planning and repair of buildings, facilities and equipment.
- Proper methods, techniques, materials, tools and equipment used in the building maintenance trades.
- Requirements of maintaining buildings, facilities and equipment in good repair and in a safe condition.
- Principles, practices, procedures, equipment, tools and materials common to the building trades.
- Cost effective practices in the field of building maintenance.
- Applicable building codes, ordinances, requirements, regulations and safety precautions.
- Inventory practices and procedures.
- Policies and objectives of assigned programs and activities.
- Oral and written communication skills.

- Principles and practices of supervision and training.
- General industry safety practices and standards within the building trades.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.
- Technical aspects of field of specialty.

Ability to:

- Organize and direct operations and activities involved in the general maintenance planning and repair of designated buildings, facilities and equipment.
- Research, read and interpret local, state, and federal building codes and regulations.
- Coordinate personnel, communications and information to meet organizational needs and ensure smooth and efficient completion of activities.
- Train and evaluate the performance of assigned personnel.
- Read and interpret blueprints, technical drawings and equipment manuals.
- Estimate job costs, perform shop math functions, and apply control procedures within the scope of projects.
- 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 and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Determine appropriate action within clearly defined guidelines.
- Meet schedules and time lines.

EDUCATION/EXPERIENCE:

Any combination equivalent to: graduation from high school and ten years' experience in the building trades with a minimum of five years at the journey-level including three years in positions with 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.

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 computer keyboard.
- Seeing to inspect projects and read a variety of materials.
- Sitting or standing for extended periods of time.
- Walking to inspect projects
- Lifting, carrying, pushing or pulling moderately heavy objects 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 at heights
- Working near moving mechanical parts and in outside weather conditions.
- Potential exposed to fumes or airborne particles, risk of electrical shock, risk of radiation, and vibration.