CHICO UNIFIED SCHOOL DISTRICT
MAINTENANCE AND OPERATIONS SUPERVISOR

DEFINITION
Under direction, to coordinate, supervise, and participate in the construction, repair, and maintenance of District facilities, grounds, systems, and equipment; to supervise custodial and/or maintenance employees; to inspect, review and evaluate the District maintenance, operations, and safety program functions and activities; to provide technical input concerning complex or unusual maintenance, operations and safety matters; to assist in determining priority of work orders, ordering stock, material, and supplies; and to do other related work as required.

ESSENTIAL DUTIES
- Selects, trains, supervises, and evaluates the performance of custodial and/or maintenance staff, provides work direction and guidance to assigned employees in the Maintenance & Operations Department.
- Arranges in-service training programs for maintenance and operation personnel.
- Establishes priorities, organizes, schedules, coordinates, supervises and participates in the work functions of the maintenance, repair, construction, and facility cleaning operations including the District Summer Cleaning Program that includes gym floor refinishing.
- Arranges for substitutes for the Maintenance & Operations Department.
- Maintains a variety of records pertaining to the maintenance and operation process, which may include cost estimates as to time and material, labor forecasts, including solutions to improve the quality of service.
- Inspects and reviews maintenance work sites, school facilities and office buildings to ensure against safety hazards and improper preventative maintenance.
- Evaluates school facilities and office buildings, and determines repair and refurbishing and major cleaning needs.
- Reviews work orders and major project plans, and aids in the coordination of manpower resources and material allocations.
- Coordinates the purchasing, receiving, storing, inventoring, and delivery of supplies, materials and equipment.
- Reviews supply, material and equipment requests and recommends acquisition of needed stock in order to maintain an appropriate maintenance and operation inventory.
- Assists with the development and administration of the annual department budget; assist with the expenditure control process.
- Confers with District and site personnel and others regarding facility cleanliness, maintenance, repair and construction projects, and serves as a liaison to vendors and contractors providing service to the District.
- Assists skilled craft and general maintenance and operation personnel in arriving at alternative solutions to unusual and unforeseen problems, issues and concerns.
- Establishes schedules for ongoing preventive maintenance of facilities, grounds, and equipment to ensure against safety hazards and improper usage.
- Secures work area by locking doors, windows and gates and confirms that outside equipment & vehicles are secured and locked.
- Act as the District on-call weekend and evening representative.
- Drives a service vehicle to and from work sites.

QUALIFICATIONS
Knowledge of:
- Methods, techniques, supplies, materials and equipment utilized in school facility and building cleanliness, maintenance, repair and construction;
- Principles, methods and techniques of organization and supervision;
- Legal mandates, policies, regulations and guidelines pertaining to the maintenance, repair, construction, and safety of school facilities, office buildings, grounds and equipment;
- Safe working methods and procedures.

Ability to:
- Interpret blueprints, plans, drawings, schematics and other data pertaining to the cleaning, maintenance, repair and
construction of school facilities, office buildings and equipment;
• Maintain a comprehensive data management, storage and retrieval system;
• Effectively serve as a liaison to contractors and vendors performing District service;
• Accurately estimate cost of cleaning, maintenance, repair and construction of facilities;
• Communicate effectively in oral and written form;
• Understand and carry out oral and written directions with minimal accountability controls;
• Establish and maintain cooperative working relationships.

PHYSICAL DEMANDS
The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.
• Persons performing service in this position classification will exert 50 to 75 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
• This type of work may involve ascending and descending ladders, stairs, scaffolding, and ramps, and will involve walking or standing for extended periods.
• Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate equipment and use hand tools, and handling and working with various materials and objects are important aspects of this job.
• Exposure to hot, cold, wet, humid, or windy conditions caused by weather may occasionally be experienced. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION
Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience:
Four years of experience supervising journeyman level craft areas pertaining to the cleaning, maintenance, repair and construction of school facilities, office buildings and equipment.

Education:
Equivalent to the completion of the twelfth grade, supplemented by advanced training or coursework in one or more of the maintenance craft areas, operational safety, facility maintenance, organization and supervision, or a closely related areas.

License Requirement:
Possession of a valid California Motor Vehicle Operator's License.

Condition of Employment
Insurability by the District’s liability insurance carrier.

PC - September 1997, October 2012