

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California

SUPERVISOR, MAINTENANCE TRADES

DEFINITION

Under the direction of the Director I, Maintenance and Operations, the Supervisor, Maintenance Trades supports the educational programs of the District by supervising and coordinating the district maintenance activities ensuring the proper maintenance of district buildings and schools requiring a flexible work schedule and the ability to work nights.

EXAMPLES OF DUTIES

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

1. Coordinate and oversee day-to-day maintenance activities for all school sites and auxiliary buildings.
2. Review automated work orders, assign work and provide work plans and instructions to staff.
3. Prioritize and coordinate duties and assignments of operation crews.
4. Assign, monitor and review rotational over-time assignments of maintenance staff.
5. Coordinate and supervise responses to emergencies, vandalism or damage during and after normal work hours.
6. Supervise, evaluate and counsel members of classified staff to improve employee performance ensuring staff adhere to District, state, and federal educational and professional standards.
7. Participate in personnel management systems, including the recruitment, selection, retention and separation of personnel.
8. Plan, coordinate and arrange for appropriate training of subordinates.
9. Develop and prepare work schedules.
10. Review and revise work methods and procedure to ensure efficiency, cost-effectiveness and compliance with established regulations, policies and standards of quality.
11. Plan and direct action necessary to correct safety hazards.
12. Establish, implement and enforce district health and safety measures and precautions.
13. Review maintenance reports and work orders to determine materials, labor and time requirements.
14. Maintain records and prepare reports as required.
15. Drive a District-owned vehicle to and from various work locations.
16. Keep up-to-date with trends or developments in, and evaluate and recommend adoption of new procedures and types of material or equipment used in the maintenance work in a District.
17. Attend professional learning and conference opportunities regarding District business and other topics relevant to this position, and other professional meetings.

QUALIFICATIONS

Knowledge of: Applicable sections of State Education Code and other applicable laws and collective bargaining agreements; practices and procedures of efficient organization and supervision; practices, procedures, techniques, and strategies for determining operational effectiveness; equipment, materials, and supplies commonly utilized in the various building and mechanical trades; appropriate safety precautions, rules, regulations and procedures; safe and sanitary working methods and procedures; principles and practices of supervision and training; result and performance evaluation techniques pertaining to program and personnel performance effectiveness; human relations, conflict resolution strategies and team building principles and techniques; record-keeping techniques.

Ability to: Read, interpret, apply and explain rules, regulations, policies and practices; plan supervise and coordinate the work of maintenance personnel and crews; read, interpret and follow rules, regulations, policies and procedures; remain current with technical developments in the area of maintenance trades; demonstrate organizational, time management and problem solving skills; establish, maintain and nurture professional relationships with parents, community members, students, management, colleagues, staff and school related outside agencies; use interpersonal skills with tact, patience and courtesy; effectively communicate orally and in writing; train and instruct others in performance of their duties; supervise, evaluate and discipline subordinates; establish and maintain records; work independently with little direction; meet schedules and timelines; operate a vehicle observing legal and defensive driving practices; utilize a computerized department work order system; understand and carry out oral and written directions with minimal accountability control; operate a vehicle observing legal and defensive driving practices; comply with the District's customer service standards, as outlined in Board policy.

Education: Graduation from high school or equivalent.

Experience: Four years of experience in maintenance trades including one year of lead or supervisory experience.

License: Valid California driver's license.