



JOB DESCRIPTION

TULARE JOINT UNION HIGH SCHOOL DISTRICT
426 North Blackstone, Tulare, CA 93274



Maintenance and Operations Supervisor

Revised 1/14

DEFINITION

Under the direction of the school Principal and the Director of Facilities, plan, organize, and supervise the maintenance and operations services for assigned District facilities and perform other related duties as assigned.

EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS

1. Inspect and determine necessary work to maintain, lay out, and plan a systematic program of preventative maintenance and upkeep for assigned buildings and grounds. *E*
2. Estimate cost of jobs and projects to be completed. *E*
3. Prepare budget requests indicating priority of work to be done. *E*
4. Prepare estimates of costs and labor and compare them to actual costs when work is completed. *E*
5. Prepare specifications for materials to be used and inspect work completed for compliance with established standards. *E*
6. Supervise and evaluate assigned maintenance and operations personnel in the performance of their duties. *E*
7. Recommend employment and assignment of personnel. *E*
8. Supervise large scale repair work or unusual projects undertaken by district personnel. *E*
9. Inspect work completed by outside contractors. *E*
10. Confer with the school principals on maintenance and operations problems and make recommendations as required. *E*
11. Maintain complete records and maps of utility systems and changes made in these systems. *E*
12. Prepare and recommend the maintenance and operations budget. *E*
13. Make recommendations concerning the purchase of materials and equipment. *E*
14. Prepare reports as needed. *E*
15. Be on call to respond to security alarms and facility and operations related emergencies. *E*
16. Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Education

High School Diploma
Specialized training in facility maintenance and operations desired.

Experience

Four years of work experience in facility maintenance and operations or related field.
Prior supervisory experience desired.

Licenses and Other Requirements

DOJ and FBI fingerprint clearance
Negative TB test within the last four years

KNOWLEDGE AND ABILITIES

Knowledge of

1. Tools, materials, and methods of the building, maintenance, and landscaping trades.
2. Building repair and maintenance procedures.

3. Materials, equipment, and current practices of custodial services.
4. Proper personnel supervision practices.
5. Cost estimates for district level building and remodeling projects.
6. Computer software including email, word processing, spreadsheets, and databases.
7. Effective communication techniques using tact and professionalism.

Ability to

1. Plan and maintain a systematic program of maintenance, landscaping, and custodial services.
2. Perform assigned duties within a given budget.
3. Supervise, inspect and evaluate the work of others.
4. Coordinate and supervise the work of others and to develop and maintain cooperative working relations with those contacted in the course of the work.
5. Carry out written and oral instructions.
6. Maintain cooperative working relationships with employees, supervisors, and community businesses and groups.
7. Read and interpret building plans.
8. Prepare estimates for in-district building, remodeling, and other projects.
9. Write and communicate effectively.
10. Use computer programs.
11. Conduct effective staff development training to district employees.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Environment

1. Indoor/outdoor environment with some travel to the district sites.
2. Indoor/outdoor environment subject to changing conditions and temperatures exceeding 90 degrees at times.

Physical Demands

1. Continuous use of hands and fingers, hand-eye coordination, and manipulation of large and small objects.
2. Verbal, auditory, and written capabilities to effectively communicate in an articulate manner.
3. Clarity of vision at varying distances.
4. Lifting of objects with a strength factor of light work.
5. Frequent sitting, standing, and walking.
6. Occasional bending, reaching, stretching, pushing, pulling, kneeling, crouching, squatting, and dragging.
7. Occasional climbing and balancing.