

Job Description

Los Banos Unified School District

Maintenance and Operations Supervisor

Purpose Statement

The job of Maintenance and Operations Supervisor is done for the purpose/s of supporting the educational process with specific responsibilities for supervising maintenance and operations' repair services and activities; overseeing assigned personnel; providing information to others; and scheduling work assignments within established timeframes and standards.

This job reports to Assigned Administrator

Essential Functions

- Communicates with administrators, personnel and outside organizations for the purpose of coordinating activities, resolving issues and conflicts and exchanging information.
- Evaluates programs and/or projects for the purpose of carrying out and achieving objectives.
- Implements assigned activities and/or projects for the purpose of delivering services in compliance with established guidelines.
- Maintains confidential and non-confidential manual and electronic files and records for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines.
- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Performs personnel functions (e.g. interviewing, hiring, terminating, training, supervising, evaluating, etc.) for the purpose of maintaining adequate staffing and ensuring standards are achieved and performance maximized.
- Prepares a variety of written materials (e.g. reports, memos, letters, procedures, manuals, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Recommends policies, procedures and/or actions for the purpose of providing direction for meeting the district's goals and objectives.
- Researches a variety of topics for the purpose of developing new programs/services, ensuring compliance with relevant requirements, securing general information for planning, taking appropriate actions, and/or responding to requests.
- Responds to emergency situations for the purpose of addressing immediate safety concerns.
- Supervises department functions (e.g. planning, organizing, coordinating, scheduling, consulting, etc.) for the purpose of achieving overall objectives of the department and ensuring that the department functions in a safe and efficient manner.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet

changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: conducting interviews; counseling and mentoring employees; estimating required resources; planning and managing projects; preparing and maintaining accurate records; proficient oral and written communication skills; and using pertinent software applications.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: job-related codes/laws/rules/regulations/policies; personnel administration practices; methods, materials, costs, and equipment used in various building maintenance, groundskeeping, and custodial specialties; and handling hazardous waste.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with similar types of data; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; analyzing issues and determining appropriate course of action; being available on-call; working as part of a team; organizing; prioritizing; meeting schedules and deadlines; maintaining collaborative and effective working relationships; and communicating with persons of diverse backgrounds.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; managing a department; monitoring budget expenditures. Utilization of significant resources from other work units is sometimes required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 50% sitting, 40% walking, and 10% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience with increasing levels of responsibility is required.

Education: Targeted, job related education with study in job-related area.

Equivalency:

Required Testing

Post Offer Physical Exam & Worksteps Analysis

Continuing Educ. / Training

Asbestos Certificate within six months of employment

Certificates and Licenses

Driver's License & Evidence of Insurability

Clearances

Criminal Justice Fingerprint/Background Clearance
Tuberculosis Clearance

FLSA Status

Exempt

Approval Date

Salary Grade