



## LEMOORE UNION ELEMENTARY SCHOOL DISTRICT Job Description

---

**Title:** Maintenance Supervisor

**Reports to:** Director of Facilities,  
Maintenance and Operations

**Department:** Facilities, Maintenance and Operations

**Classification:** Classified Management

**FLSA Status:** Exempt

**Work Year:** 12 months

**Board Approval:** November 14, 2023

**Salary Schedule:** Management/Confidential

---

### **JOB SUMMARY:**

Under the general supervision of the Director of Facilities, Maintenance and Operations, the Maintenance Supervisor shall be responsible for the maintenance of all buildings, grounds and equipment owned by the District; and perform related duties as assigned.

### **ESSENTIAL FUNCTIONS:**

- Perform skilled maintenance using a work order system as assigned by the Director of Maintenance and Operations.
- Inspects, maintains, and repairs the District's heating, ventilation, and air conditioning systems.
- Assign work orders to assigned staff.
- Assist in establishing a program of maintenance and preventive maintenance, repair and operation of all buildings and equipment in the district, including heating ventilation and air conditioning.
- Maintain working records and maps of all buildings and utility systems reflecting all system changes.
- Assures that all work performed under incumbent's supervision is in accordance with all applicable safety and environmental regulations.
- Trains assigned personnel in safe work practices.
- Provides technical training to maintenance personnel in the maintenance and repair of the District's heating, ventilation, and air conditioning systems.
- Performs electrical, plumbing and general maintenance and repair work.
- Estimates cost of labor and parts.
- Determines priorities for requisitioning of materials and supplies.
- Maintains records and prepares reports.
- Responds to after-hours emergency situations as required.
- Perform routine periodic inspections and makes recommendations for necessary repairs or maintenance.
- Inspects, maintains, and repairs the District's keys, locks, and key control logs.
- Oversee and operate District's fire and intrusion alarms.
- Drive a vehicle to conduct work as assigned.

### **OTHER JOB-RELATED DUTIES:**

- Perform related duties as assigned.

### **REQUIRED QUALIFICATIONS:**

Knowledge of:

- Maintenance, grounds and custodial procedures and operations
- Methods, materials, tools, terminology and equipment used in the building maintenance trades, operation and repair of heating, ventilation, air conditioning, keys and door hardware, electrical, plumbing, building systems, grounds care and mechanical equipment.
- Proper methods of storing equipment, materials and supplies.
- Requirements of maintaining facilities, utilities and equipment in good repair.
- Shop math applicable to the building trades.
- Applicable building codes, ordinances, fire regulations and safety precautions.
- Skills and various trade areas in order to assign tasks and evaluate performance.
- Scheduling and supervising the work of assigned personnel.
- Labor and material cost estimation.
- Environmental, health and safety issues and regulations related to employees, buildings and property.
- Preventive maintenance principles and practices.
- Record-keeping techniques.
- Proper lifting techniques.

Ability to:

- Communicate both verbally and in writing;
- Estimate the time, material costs, and personnel required to perform jobs;
- Supervise and evaluate assigned personnel.
- Organize work and establish priorities;
- Establish and maintain cooperative and positive relationships with personnel contacted in the course of work;
- Give and follow oral and written instructions;
- Represent and support the school district in conversations with the public.
- Perform a variety of skilled activities in the maintenance and repair of facilities, utilities and equipment.
- Operate a wide variety of hand and power tools and equipment related to the building trades.
- Assign, prioritize and respond to work orders in a timely and efficient manner.
- Inspect, diagnose, maintain, repair or replace a variety of parts and equipment.
- Work from sketches, diagrams, blueprints, plans and specifications.
- Observe health and safety regulations.
- Maintain records related to work performed.
- Interpret, apply and explain applicable building codes, ordinances, fire regulations and safety precautions.
- Perform heavy physical labor.

**EDUCATION AND EXPERIENCE:** Any combination of education and experience that could likely provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Education: Equivalent to the completion of the twelfth grade.

Experience: Four years of experience in grounds, maintenance, or heating, ventilation, and air conditioning, which includes two years in a lead or supervisory capacity.

Licenses, Certificates and other Requirements:

- Valid California Class C driver's license.
- EPA/HVAC Certification

**WORKING CONDITIONS:**

**Environment:** Indoor/Outdoor/Office and shop environment; subject to noise from equipment operation; regular exposure to fumes, dust, dirt, oil/grease; driving a vehicle to conduct work.

**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.

- Dexterity of hands and fingers to operate a variety of tools and equipment.
- Hearing and speaking to exchange information.
- Vision to perform maintenance duties.
- Reaching overhead, above the shoulders and horizontally.
- Bending at the waist, stooping, kneeling or crouching.
- Climbing ladders and working from heights.
- Standing for extended periods of time.
- Lifting and/or carrying objects weighing 45-100 pounds or more.
- Pushing or pulling heavy objects as assigned by the position.

**Hazards:**

- Working around and with machinery having moving parts.
- Working in a cramped or restrictive work chamber.
- Exposure to chemicals, fumes, odors, fumes from paints and solvents, dust, dirt, electrical wiring.
- Adverse weather conditions while driving or working outdoors.
- Working at heights on ladders or scaffolding, and working with electrical power supply and high voltage.
- Noise from equipment operation.
- Power saws and flying debris or nails.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

*The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

*Lemoore Union Elementary School District is an Equal Opportunity Employer. The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.). Reasonable accommodations are made under (A.D.A.) as required by law.*