



LOWELL JOINT SCHOOL DISTRICT

Maintenance & Operations Supervisor

JOB SUMMARY:

The job of Maintenance & Operations Lead is established for the purpose/s of performing skilled work in one or more of the following areas: electrical, painting, plumbing, welding, asbestos removal and/or carpentry work in the alteration, repair and construction of equipment and structures; resolving emergency situations; ensuring that assignments are completed in a safe, proper and timely manner and assisting the oversight and support of assigned maintenance personnel in the performance of their assignments.

This job is distinguished from similar jobs by the following characteristics: Incumbents in this class are assigned a variety of tasks requiring skills in various trades, which are performed under minimal supervision, and assist with the oversight of assigned maintenance and operational personnel.

ESSENTIAL FUNCTIONS:

The duties listed below are intended only as illustrations of the various types of work that may be performed. 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 the classification.

- Applies finishes to walls and other surfaces (e.g. undercoat, sizing, texture, tints, plaster, etc.) for the purpose of finishing new construction and/or preparing surfaces after repairs
- Builds articles and structures of wood (e.g. office furniture, fixtures, room additions, partitions, counters, doors, window frames, sheds, scaffolds, forms, fences, gates, etc.) for the purpose of modifying and/or adapting facilities to specific needs.
- Coordinates with administration and other trades for the purpose of completing projects/work orders efficiently.
- Estimates materials and/or equipment needed to complete work projects for the purpose of ensuring timely completion of projects.
- Inspects facilities, systems and their components for the purpose of identifying necessary repairs.
- Installs systems and/or components (e.g. cabinets, woodwork, electrical and air conditioning control equipment, transformers, conduit, ducting, motors, bells, clocks, lighting circuits, gutters, flooring, etc.) for the purpose of completing projects safely and within established time frames.
- Maintains tools, equipment, systems and/or components (e.g. hand tools, power tools, etc.) for the purpose of ensuring the availability of equipment in safe operating condition.
- Monitors District premises and facilities for the purpose of ensuring the welfare of students and staff and/or minimizing loss and/or liability.
- Oversees maintenance and custodial personnel as assigned for the purpose of maximizing the efficiency of the work force and meeting shift requirements. Assists in the assignment of shift assignments and task to be completed.
- Pours and finishes concrete walks and curbs for the purpose of providing safe and attractive access to facilities.
- Prepares and paints various surfaces for the purpose of protecting District property and/or maintaining attractive facilities.
- Prepares documentation (e.g. requisitions, purchase orders, etc.) for the purpose of providing written support and/or conveying information.
- Repairs various items, systems and/or components (e.g. office furniture, wooden fixtures, woodwork, flooring, doors, windows, sashes, screens, plaster walls, gutters, etc.) for the purpose of ensuring that items are available and in safe working condition.
- Responds to emergency situations for the purpose of resolving immediate safety concerns.
- Transports various items (e.g. tools, equipment, supplies, etc.) for the purpose of ensuring the availability of materials required at job site.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Supports the preparation of monthly, quarterly, semiannual, and annual reports.
- Prepares written and oral reports and correspondence.

- Assist in the planning, organization, control and direction of a variety of programs, projects and activities related to operations including facility planning and management.
- Provide technical expertise regarding assigned functions; provide input for the development of policies and procedures; review and evaluate services and make necessary adjustments.
- Assist in the preparation and maintenance of a variety of narrative and statistical reports, records and files; assure accuracy of federal and state reporting regarding operational services; prepare and maintain records and reports, including property contracts, insurance policies, legislative updates and other related reports.
- Communicate with administrators and District personnel to coordinate activities and programs, resolve issues and conflicts and exchange information to assure effective services.
- Provide input in the supervision, development, and evaluation of the performance of support staff members; interview and select employees; help to plan, coordinate and arrange for appropriate training of staff; manage personnel-related issues in the division.
- Perform all other related duties as assigned by the Superintendent

QUALIFICATION GUIDELINES:

Knowledge of:

How to perform basic math, including calculations using fractions, percent's, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures; and fundamentals of carpentry, painting, electrical and plumbing work. Ability to review and apply laws, rules, ordinances, regulations, policies and procedures related to assigned divisional activities and operating practices relative to the above listed divisional responsibilities; business related data processing; principles and practices of personnel management, accounting and payroll, purchasing, electronic data processing, risk management, contracts, budget preparation and control, and debt issuance. Demonstrate oral and written communication skills; understanding of applicable laws, codes, regulations, policies and procedures affecting facilities and operations; operation of computer equipment and specified software; computer programs that support efficient processing and managing of data for facilities planning; public contract code.

Ability to:

Schedule activities and/or meetings; gather and/or collate data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a variety of types of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; displaying mechanical aptitude; meeting deadlines and schedules; setting priorities; and working as part of a team; lift, carry, push, pull or guide up to 50 pounds individually or more than 50 pounds with assistance.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; and monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Education/Training/Experience:

Experience – Completion of apprenticeship in the trade or craft (i.e., carpenter, roofer, glazier, painter, electronics technician, etc.), plus one (1) additional year experience in the same trade or craft; or, Five (5) years experience in the skilled trade or craft; plus, journeyman certification (i.e., carpenter, roofer, glazier, painter, electronics technician, etc.); or, Five (5) years experience in a District skilled trade or craft position (i.e., carpenter, roofer, glazier, painter, electronics technician, etc.).

Education – High school graduation or other equivalent is required, (i.e., General Educational Development (GED), foreign equivalency, etc.) At least two years of college education in a related field is preferred.

Licenses/Certificates/Special Requirements:

A valid California Driver’s License and the ability to maintain insurability under the District’s Vehicle Insurance Policy.

PHYSICAL STANDARDS AND WORKING CONDITIONS:

The physical and mental demands and work environment described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. These physical demands are generic in nature and tasks may vary dependent on specific trade and or specialized work assignment.

Physical Demands:

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 5% sitting, 50% walking, and 45% standing. The job is performed under some temperature extremes and under conditions with exposure to risk of injury and/or illness.

While performing the duties of this position, the employee is subject to constant interruptions and is in direct contact with the public and employees. Negative interactions resulting from this contact can result in stressful situations. Employee is required to constantly sit for periods to time. Talk or hear, in person and by telephone. Use hands and fingers to touch, handle, feel or operate standard office equipment, reaching with hands and arms. Employee is frequently required to stand and walk, bend and stoop and to grasp, lift and move records and documents weighing less than 30 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands:

While performing the duties of this position, the employee may be regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; use math and mathematical reasoning; perform highly detailed work; work on multiple and concurrent tasks; work with frequent interruptions; work under intensive deadlines; and interact with District and program personnel, school administrators, managers, staff, vendors, the public, and others encountered in the course of work.

Work Environment:

While performing the duties of this job, the employee will work indoor, outdoor, office shop and construction environment. The employee will work with noise from equipment operation. The employee will be on call to provide administrative support for the department and the District.

The information contained in the physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. Individuals who hold this position may perform additional duties and additional duties may be assigned.

WORK PERIOD: 12 months per year, 5 days per week, Professional Day