

SAN DIEGO COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: MAINTENANCE AND OPERATIONS SUPERVISOR, Grade 61

DEFINITION:

Under the general direction, coordinates, organizes and plans the activities of maintenance and operation services and functions for assigned facilities.

REPRESENTATIVE DUTIES

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

ESSENTIAL FUNCTIONS:

Plans, organizes, directs and performs journey-level work for maintenance, operations, alterations and repair of lighting, heating, air conditioning, ventilating systems, water and sewer systems, swimming pool, maintenance of grounds, generators; and construction, remodeling, maintenance and repair of buildings and related equipment and computer cabling.

Develops standard operating procedures for assigned services and functions.

Schedules, assigns and monitors maintenance tasks and jobs.

Maintains and troubleshoots problems with security and alarm systems.

Prepares written reports such as incident or historical reports regarding maintenance issues, hazardous materials exposures and related reports.

Works with a variety of inspectors to ensure compliance with health and safety regulations.

Conducts meetings for staff such as Tool Box meetings and compliance meetings pertaining to products, materials and regulations.

Serves as liaison between clients and employees regarding services and support provided to assure client satisfaction.

Makes recommendations to the manager as appropriate.

Serves as area project manager.

NON-ESSENTIAL FUNCTIONS:

Monitors assigned budgets as well as reviews and controls expenditures.

Researches and resolves various issues including ordering and delivery discrepancies with suppliers and shippers, work planning and scheduling, installation, operations, application and design.

Negotiates with vendors and suppliers for product acquisition, delivery and installation.
Performs related duties as assigned.

CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:

Possession of a valid California driver's license and proof of automobile insurance are required at the time of appointment.

Possession of a Freon Handler's Certification under Section 608 of the federal Clean Air Act is required within six months of appointment.

EDUCATION AND EXPERIENCE:

Education, training and experience which clearly demonstrates possession of the knowledge, skills and abilities detailed above. Typical qualifying experience would include: completion of advanced vocational training in areas related to maintenance and operations, and a minimum of two years of experience performing in a lead capacity in a maintenance and operations unit providing full services in a variety of skilled trades.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Grounds maintenance including sprinkler system repair and installation

Pesticide application regulations and safety

Detailed record-keeping

Purchasing/receiving practices and processes

Vehicle operation and weight/load regulations

Skilled trades in maintenance and operations, construction activities, plumbing, electrical, HVAC, blueprints, rules, regulations and safety orders

ABILITY TO:

Plan, organize direct and maintenance and operation services and functions

Understand, maintain and operate computerized energy management systems

Prepare and maintain records and reports

Work independently with minimal direction

Determine appropriate action within clearly defined guidelines

Communicate effectively both orally and in writing

Work effectively independently and as part of a team with minimum supervision

Organize and prioritize work

Exercise appropriate judgment in making decisions

Demonstrate attendance sufficient to complete the duties of the position as required

Complete routine tasks thoroughly, accurately and with attention to detail

WORKING CONDITIONS & PHYSICAL ABILITIES:

Indoor and outdoor work assignments

Must be able to hear and speak to exchange information; see to perform assigned duties; possess dexterity of hands and fingers to operate assigned equipment; stand, walk, bend, stoop; twist, push, pull, kneel, and squat for extended periods of time; reach overhead, above the shoulders and horizontally, to perform assigned duties; lift, carry, push and pull tools,

materials, equipment and furniture weighing up to 75 lbs.; climb ladders and work on rooftops and high locations; crawl into attics and tight spaces; and work in confined and/or high areas.

DISTINGUISHING CHARACTERISTICS:

This classification can be distinguished from that of Camp Maintenance Engineer in that a Maintenance and Operations Supervisor has a broader range of responsibility both in terms of mechanical and security equipment overseen, facilities remodeling as well as staff supervision. Additionally, whereas the Camp Maintenance Engineer is responsible for the maintenance and operations of one program or individual school site, the Maintenance and Operations Supervisor is responsible for the maintenance and operations at the County Office of Education and some outlying facilities.

Established	Approved by Personnel Commission	Revised	FLSA Status	Salary Grade
09/2000	09/2000	09/09; 06/15; 03/18	Non-Exempt	61