

**SUPERVISOR OF MAINTENANCE, OPERATION AND TRANSPORTATION**Job Summary

Under the direction of the Chief Business Officer, the Supervisor of Maintenance, Operation and Transportation plans, directs, organizes and supervises the maintenance, repair and alteration of buildings, equipment, grounds, and vehicles, and the custodial functions involved in the care of buildings and grounds; performs other duties as assigned

QualificationsRequired:

- **Valid California Driver’s License (Incumbent must be insurable at the “standard rate” by the employer’s insurance carrier at all times while employed with CUSD. This position requires the incumbent to enroll in the DMV Government Employer Pull Notice at time of hire).**
- Standard First Aid Certification issued by the California Highway Patrol
- Completion of the twelfth grade, specializing in building trades and construction or some equivalent combination of education and experience

Desirable

- Four years experience in supervising maintenance and operations in a school district or private business, or similar experience in building construction and repair

Knowledge and Ability

1. Knowledge of tools, materials, working practices and methods of the building trades
2. Ability to plan and supervise a preventative maintenance program, materials and equipment and working procedures required in the daily cleaning and upkeep of school buildings
3. Ability to train and supervise personnel
4. Ability to prepare estimates of materials and labor costs of maintenance of replacement projects, landscaping, plant propagation, soils, insecticides and garden tools
5. Knowledge of laws effecting construction of school buildings including OSHA standards and building codes, ordinances and other safety regulations
6. Ability to plan and supervise the work of others and to develop and maintain cooperative working relations with those contracted in the course of the work
7. Ability to carry out written and oral instructions, read and interpret building plans and the ability to supervise building, remodeling, or repair of structures and equipment
8. Ability in using hand and power tools
9. Ability to prepare and present oral and written reports
10. Ability to deal with vendors, knowledge of equipment, supplies and their source
11. Ability to drive a car

Essential Functions of this position, which may change or evolve in the future, are but not limited to the following:

1. Oversees repairs, replacements and maintenance of equipment
2. Examination of bus operation as to safety, economy and service
3. Establishes schedules, routes and adjustments
4. Collects and compiles data for adequate cost analysis and required reports
5. Provides in-service training of employees as to techniques, procedures, proper use of equipment, achieving maximum standard of performance
6. Supervises maintenance, operations and transportation personnel maintaining adequate standards of appearance, utility, safety preservation and conservation
7. Prepares cost estimates and checks against actual costs after completion
8. Prepares specifications for materials to be used and inspecting work done for compliance with standards established, whether done by staff personnel or by contracted services
9. Maintains complete records and maps of utility systems and changes made in systems
10. Maintains a complete and balanced program of preventative maintenance
11. Maintains job cost records for analysis and determines efficiency and economical procedures

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12. Supervises and assist the custodial staff in achieving safety, cleanliness, and neatness standards
13. Trains personnel as to techniques, procedures, proper use of equipment and standards
14. Maintains program of public relations and employee morale
15. Schedules summer and local holiday work

Physical Requirement of this position are, but not limited to, the following:

1. Mental acuity to supervise the maintenance, operation and transportation department interpret and implement rules relating to this program, make policy decisions, evaluate results and make determinations relative to the effective performance of the tasks
2. Facility to sit at a desk, conference table or in meeting rooms of various configurations for extended periods of time
3. Facility to see and read, with or without vision aids, state regulations, rules and policies and other printed material
4. Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone
5. Manual dexterity to operate a telephone and enter data into a computer
6. Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions and other meetings
7. Physical agility to lift, bend, climb, stoop, and to reach overhead
8. Facility to drive a car

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job