

Position:	Supervisor, Skilled Trades	FLSA:	Exempt
Department/Site:	Maintenance and Operations	Salary Grade:	34
Reports to/Evaluated by:	Maintenance Manager	Salary Schedule:	Classified Management

SUMMARY

Supervises, assigns, reviews and participates in the work of staff responsible for providing building maintenance operations within the Maintenance Division. Performs a variety of technical tasks relative to assigned area of responsibility.

NATURE AND SCOPE

Works under only general supervision from the Department Manager to coordinate and review the work of building maintenance and operations staff assigned to perform a wide variety of building maintenance and repair duties at District facilities. Exercises considerable judgment and discretion in accounting for the efficient and effective use of staff, supplies, equipment, and time to provide optimum service. Responsible for applying sound supervisory techniques and recommending personnel actions such as hiring, firing, promotion and evaluation. Has direct input into department budget, goals and objectives, and policies and procedures. Errors in judgment could have considerable adverse impact on costs, student, staff or public safety, or legal implications.

DISTINGUISHING CHARACTERISTICS

This is the second most senior position in the Maintenance and Operations series requiring journey level experience and mastery of one or more of the building trades. Advancement is limited to the Manager position and will require a combination of formal education in either engineering, architecture, industrial technology, or a related field. Additional practical experience and formal training in supervision and leadership will enhance advancement potential.

ESSENTIAL TYPES OF DUTIES (Examples)

- Plans, prioritizes, assigns, supervises, and reviews the work of staff responsible for providing building maintenance operations within the Maintenance Division including building trades and other maintenance employees.
- Participates in the selection of building maintenance staff. Provides or coordinates staff training. Works with employees to correct deficiencies. Implements discipline procedures.
- Prepares various reports on operations and activities.
- Recommends and assists in the implementation of goals and objectives. Establishes schedules and methods for providing building maintenance services. Implements policies and procedures.

- Participates in the preparation and administration of the building maintenance budget. Submits budget recommendations. Monitors expenditures.
- Estimates labor and materials needed for specific jobs. Schedules and coordinates labor and materials required for specific work orders.
- Monitors progress and inspects work performed. Assures timely completion of jobs in accordance with plans and specifications. Processes, logs and inspects completion of all service calls.
- Requisitions tools, materials, supplies and equipment. Maintains a variety of records including attendance, work orders assigned and completed, and materials purchased. Assists in preparing budget estimates for materials.
- Distributes preventive maintenance work assignments. Supervises and operates the Maintenance Division Hazardous and Toxic Waste Programs. Supervises and organizes Material Safety Data Sheets. Establishes MSDS books and sheets for all trades.
- Supervises, facilitates, and trains staff in the operation of the Energy Management Program. Responds to emergency calls. Performs the duty of AHERA management planner. Makes recommendations for sealing or removal of asbestos.
- Supervises and operates the Maintenance Division; preventative maintenance and licensing elevators, emergency generator preventative maintenance and Air Board compliance, bleacher maintenance and repair, and required site fire inspections.
- Performs related duties as assigned.
- Operates, controls, and programs computer-aided Building Automation System. Receives information for facility and classroom use and develops coded instruction that regulates energy consumption.
- Primary contact for maintaining building climate and insures proper space utilization consistent with energy conservation goals.
- Oversees, monitors, updates, and maintains evening, weekend, holiday, and shutdown programs and checklists for energy management. Analyzes energy performance from reports.
- Assists with the installation and/or repairs of Building Automation System. Maintains program documentation and wiring and installation diagrams.
- Monitors active energy consumption and conservation efforts using computer aided software that enables remote observation of energy usage. Looks for trends and unusual variations. Suggests modifications in energy consumption and/or schedule to optimize energy conservation.
- Prepares periodic performance reports that record building climate, energy consumption, alarms, etc. Analyzes and interprets building climate trends and energy consumption trends compared to

the nature/time of facility use. Advises administrators and maintenance staff on conservation methods.

- Oversees and may write program utility blocks in global control modules to control application-specific devices. Participates in BAS software, hardware, and equipment upgrades.
- Coordinates repairs to electronic measuring and reading instruments, relays, switches, and other components relating to BAS, with skilled trades personnel. Confers with heating and air conditioning staff on repairs, upgrades, and conservation.
- Monitors state and national energy policy trends to keep current on energy management trends.
- Conducts periodic “walk-through” audits of district facilities to insure operating efficiency, optimum educational environment, and compliance with the District’s energy policy.
- Assists the BAS Analyst I with commissioning new construction and modernization projects.
- Performs and monitors diagnostic tests that include functional performance tests, contractor start-up tests, acoustical measurements, air and water balancing on installed building equipment.
- Assists with data enter into Energy Cost Avoidance Program (ECAP).
- Performs other duties as assigned that support the overall objective of the position.

QUALIFICATIONS

Knowledge and Skills: Requires thorough knowledge of the principles and practices of the operations, services and activities of physical plant, facilities and equipment maintenance, repair and installation programs. Requires expertise in at least one of the building trades. Requires an in-depth knowledge of District facilities and District operations, goals and objectives. Must have thorough knowledge of work hazards and safety practices. Requires knowledge and understanding of Federal, State, local laws, codes and regulations. Must have strong leadership and supervisory skills. Requires a strong understanding of the principles of report writing and record keeping.

Abilities: Requires the ability to schedule, assign and review the work of subordinates in a manner conducive to proficient performance and high morale. Must be able to select, supervise, train and evaluate staff. Requires the ability to plan, prioritize, and assign work in order to meet yearly schedules and timelines. Must be able to read and interpret blueprints, specifications and work orders. Requires the ability to estimate labor and material costs. Must be able to write and maintain routine and sometimes complex records according to Federal, State, local and District standards. Must be able to write reports and correspondence. Position requires very strong communication skills in order to interact on both a formal and informal basis with a wide range of contacts within and outside of the school setting. Normally works in an office setting, with minimal exposure to safety or health hazards. May periodically work outside with exposure to inclement weather. Requires arm, hand, finger dexterity to operate keyboard and other office equipment. Requires visual acuity to read words, blueprints, plans and schematics.

Education and/or Experience: High School diploma or equivalent plus additional supervisory training required. Minimum of 5 years at the journey level in 1 or more of the building trades including at least 1 year of supervisory experience required.

Licenses and Certificates: Requires a valid California Driver's License.