



Sulphur Springs Union School District

Serving Grades - K – 6



27000 Weyerhaeuser Way, Santa Clarita, CA 91351 661-252-5131 www.sssd.k12.ca.us

Canyon Springs Community School
Leona Cox Community School
Pinetree Community School

Fair Oaks Ranch Community School
Mint Canyon Community School
Sulphur Springs Community School

Golden Oak Community School
Mitchell Community School
Valley View Community School

SUPERVISOR OF MAINTENANCE AND OPERATIONS

DEFINITION

Under the direction of the Facilities and Projects Manager, schedule, supervise and evaluate the daily maintenance, operations (custodial) and grounds programs of the District; perform related work as required; act as both an office and field (working) supervisor and, when necessary, assist in the actual performance of maintenance and operations activities.

Work days and hours may vary depending upon the needs of the District, which could entail, but are not limited to, "on call status", weekends and/or variances of shift hours.

EXAMPLES OF DUTIES

The tasks listed in this section are representative of duties assigned to positions in this class. This list is not intended to be an exhaustive list of all of the tasks assigned to positions in the class, and it is not expected that all of the tasks listed are necessarily assigned to all positions in the class.

Assist with the planning and organizing of maintenance and operations functions.

Schedule, coordinate and directly supervise daily, long-term and preventative projects.

Assist site administrators in planning, organizing, and supervising custodial functions.

Assist the Facilities and Projects Manager in planning, budgeting and organization of the department. Provide written reports, estimates and proposals when required.

Communicate with school and District administrators requiring various needs, requirements and projects.

Maintain accurate records of all maintenance service performed, scheduled, and requested. Maintain records on personnel and material costs of all activities of the department.

Perform scheduled inspections of all sites and report findings in writing to the site administration and the Facilities and Projects Manager.

Respond to calls regarding vandalism, break-ins, fires and other emergencies at District sites during off duty hours.

Assist in the development and planning of in-service programs for maintenance and operations personnel. Conduct in-service programs. Perform other duties as assigned.

QUALIFICATIONS

Knowledge of:

Construction, maintenance and operation of a school district or other similar organizations; repairs on various types of equipment including HVAC and sprinkler systems; general plumbing and electrical work.

Ability to:

Formulate and carry out a program for the supervision of maintenance: prepare and present oral and written reports and keep records, train and instruct staff, schedule daily, long-range and deferred maintenance programs.

Licenses Required:

Possession of a valid and appropriate California Driver's License; must be insurable and maintain insurability by the District's insurance carrier(s).

EDUCATION AND EXPERIENCE

Any combination of training, education and experience which demonstrates possession of the knowledge and abilities stated above, and the ability to perform the duties of the position. Five years in custodial work, maintenance of buildings and grounds, and at least two years of supervisory experience.

PHYSICAL ABILITIES AND WORKING CONDITIONS OF EMPLOYMENT

The Physical Abilities and Other Conditions of Employment and the Associated Tasks listed in this section are representative of, but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Employment and Associated Tasks which may be required of positions in this class.

Sulphur Springs School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodation of those disabilities to contact the Personnel Department for further information.

PHYSICAL DEMANDS

Vision: (which may be corrected)
Read small print
See small objects at a distance of 2'
View a computer screen for prolonged periods

Hearing: (which may be corrected)
Understand speech over a telephone

Speech:
Speak with a level of proficiency and volume to be understood over a telephone and in face-to-face contact

Upper Body Mobility:
Use hands and fingers to feel, grasp, and manipulate small objects, manipulate fingers, and bend hands at wrist and elbow; extend arms to reach outward and use hands and arms to lift objects
Turn, raise and lower head

Lower Body Mobility:
Bend at waist, kneel, crouch
Twist and turn torso

Strength:
To lift, push, pull objects which weigh as much as 25 pounds on a frequent basis

ASSOCIATED TASKS

To Perform Tasks Such As To:
Read computer printouts and forms
Read computer screen
Word process correspondence and reports

To Perform Tasks Such As To:
Answer phone

To Perform Tasks Such As To:
Confer with site staff and trades personnel

To Perform Tasks Such As To:
Install, repair, operate and maintain equipment and manipulate necessary tools, parts, and twist hoists

View machinery, equipment and fixtures from different angles, and work in small spaces

To Perform Tasks Such As To:
Lift and transport materials such as tools

To Perform Tasks Such As To:
Lift and carry materials such as tools

Environmental Requirements:

Work independently

Work cooperatively with others

Mental Requirements:

To read and write at a moderately complex level is essential for successful job performance

Understand, interpret, and apply information

Business math skills at a high school proficiency level

Mental Requirements:

Comparing

Copying

Compiling

Coordinating

Judgment

Learn quickly and follow written/verbal procedures and standards

Process information quickly and make quick decisions

Decision making

Place information in order of importance

Listen

Give verbal instruction

Write/compose

To Perform Tasks Such As To:

Perform assigned tasks in accordance with deadlines and standards with minimal direction or review of work

Gain cooperation of subordinates

To Perform Tasks Such As To:

Read reference materials and instructions and compose and edit, correspondence, procedures, and reports

Read, understand, and follow purchasing procedures

Maintain accurate financial records, balance and reconcile accounts

To Perform Tasks Such As To:

Proofread word processed documents

Transfer information to forms

Prepare reports

Train and monitor staff; coordinate work

Recognize scope of authority and act within that scope

Respond to frequently changing procedures and requirements

Handle emergencies properly

Apply District policy and precedent appropriately

Determine priority of workload; meet inflexible deadlines

Hear and be receptive to staff and site problems

Guide staff in completing work

Informational bulletins, procedures, and correspondence using good grammar and proper spelling and punctuation