

OPERATIONS SUPERVISOR I (CLASSIFIED MANAGEMENT)

JOB SUMMARY

The Operations Supervisor I leads and directs the work of utility staff in the upkeep, maintenance, of school district facilities. Works under the supervision of the Director of Maintenance, Operations, and Transportation and/or as directed by the Superintendent.

QUALIFICATIONS

Knowledge of:

Techniques, materials, tools, and equipment used in maintenance, upkeep, of school buildings; rules, regulations, and operational procedures.

Ability to:

Supervise and coordinate the work of utility personnel; maintain a variety of files and records of inspection and documentation; understand and carry out oral and written directions; establish and maintain cooperative working relationships with district staff.

Must possess a valid California Motor Vehicle Operator's License.

Be able to work a day or night shift schedule and able to respond as an on-call supervisor.

Experience

Two (2) years of supervisory experience in school building operations and maintenance work or an equivalent combination of training and experience. Be able to plan, organize, and schedule the work of a large staff. All work experience should relate to large-scale physical plant operations and maintenance.

Education

Graduation from high school or equivalent, supplemented by advanced training or course work in supervision and in one or more of the skilled maintenance crafts.

ESSENTIAL FUNCTIONS OF THIS POSITION

1. Schedules and supervises the work of utility staff in the repair and upkeep of school district facilities.
2. Establishes priorities of work schedules for personnel assigned.
3. Reviews and schedules work order and maintenance requests for all crafts, and balance manpower requirements and manpower availability.
4. Implements and maintains a program of building housekeeping inspection; performs as many as possible personally.
5. Establishes and maintains an adequate training program for operations and staff assigned.
6. Makes appropriate recommendations regarding such personnel matters as selection, evaluation, discipline, and termination.

Operations Supervisor I

- 7. Assists in building inspections and data collection to determine necessary repairs/improvements.
- 8. Enforces safety rules and district regulations.
- 9. Performs other related duties as required by the Director of M.O.T. or the Superintendent.
- 10. Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements.

1. Seldom = Less than 25 percent

3. Often = 51-75 percent

2. Occasional = 25-50 percent

4. Very Frequent = 76 percent and above

- 4 a. Ability to work at a desk, conference table or in meetings of various configurations.
- 4 b. Ability to stand for extended periods of time.
- 4 c. Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter.
- 4 d. Ability to hear and understand speech at normal levels.
- 4 e. Ability to communicate so others will be able to clearly understand a normal conversation.
- 3 f. Ability to bend and twist, stoop and kneel, crawl, push and pull.
- 2 g. Ability to lift 40 lbs.
- 2 h. Ability to carry 40 lbs.
- 4 i. Ability to reach in all directions.
- 2 j. Ability to work at heights
- 3 k. Ability to ascend and descend ladder.
- 4 l. Ability to work in the elements (extreme temperatures).

OTHER RELATED FUNCTIONS OF THIS POSITION

- 1. Other related duties as assigned.

Employee: _____ Date: _____

Authorized Representative: _____ Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.