



For the future of every student

CLASS TITLE: MAINTENANCE MANAGER

BASIC FUNCTION:

Under the direction of the Assistant Director-Facilities, plan, organize and direct operations and activities involved in the maintenance and repair of District buildings, facilities, utilities and equipment; coordinate projects, communications and personnel to meet District maintenance needs and assure smooth and efficient activities; develop, implement and inspect maintenance projects; train and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize and direct operations and activities involved in the maintenance and repair of District buildings, facilities, utilities and equipment including tasks in carpentry, electrical, HVAC & R, locksmith, glazing, construction, welding, painting, plumbing, electronics and roofing; assure compliance with applicable laws, codes, ordinances, regulations, policies and procedures.

Coordinate projects, communications and personnel to meet District maintenance needs and assure smooth and efficient activities; plan, schedule, develop and implement installation, maintenance and repair projects; monitor progress of projects; inspect completed projects for accuracy, completeness and compliance with established work orders, standards, codes and requirements.

Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and review work to assure compliance with established procedures; assure safe, proper and timely completion of projects and assignments.

Receive, authorize, distribute and coordinate response to work orders; establish and maintain related time lines and priorities; supervise and participate in inspecting District buildings, facilities and equipment to determine building maintenance, safety and construction needs; monitor, evaluate and adjust activities in response to progress of maintenance and repair projects.

Plan, organize and direct installation, maintenance and repair projects in various building maintenance trades; oversee the troubleshooting, diagnosis and repair of utility, equipment and system malfunctions; assure proper repair or replacement of equipment, parts and components as needed; develop, implement and schedule preventive maintenance functions.

Coordinate and participate in inspection activities to assure proper identification and resolution of fire, safety, security and sanitary hazards; assure buildings and systems comply with established building, safety and health codes; assure proper identification and resolution of safety hazards.

Estimate labor, materials and equipment needed for installation, maintenance and repair projects; compile and prepare cost estimates; monitor and assure adequate inventory levels of tools, equipment and supplies; research and coordinate the purchase of equipment and supplies as needed; prepare requisitions and specifications for equipment and supply purchases.

Coordinate maintenance communications, projects and services between maintenance personnel, school

sites, administrators and others; confer with staff and administrators regarding maintenance needs, projects, safety, costs, equipment and work order status; assure proper and timely resolution of maintenance issues and conflicts.

Oversee and participate in the preparation and maintenance of various records, logs and reports related to daily operations, inspections, expenses, personnel, inventory, work orders, safety materials and assigned activities.

Plan and coordinate major facilities projects; evaluate projects and identify outside contractor needs; coordinate and arrange projects with vendors, architects, engineers and other outside contractors as needed; assist the development and design of construction drawings and specifications.

Communicate with District personnel, administrators and various outside agencies to exchange information, coordinate activities and resolve issues and concerns.

Operate a variety of maintenance equipment including various hand and power tools; drive a vehicle to conduct work; utilize a computer and assigned software.

Plan, organize and lay out maintenance, repair, installation and construction tasks; interpret plans, diagrams, blue prints, sketches and specifications;.

Assist in the design and development of mechanical systems to enhance efficiency of facilities operations.

Coordinate response to emergency situations as needed.

Attend and conduct a variety of meetings as assigned; coordinate, arrange and conduct training sessions for maintenance personnel; present related information and materials.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Management of operations and activities involved in the maintenance and repair of District buildings, facilities, utilities and equipment.

Proper methods, techniques, materials, tools and equipment used in the building maintenance trades.

Requirements of maintaining buildings, facilities and equipment in good repair.

Applicable building codes, ordinances, requirements, regulations and safety precautions.

Policies and objectives of assigned programs and activities.

Oral and written communication skills.

Inventory practices, procedures and requirements for maintenance activities.

Technical aspects of the building maintenance trades.

Applicable laws, codes, rules, regulations, policies and procedures.

Principles and practices of supervision and training.

Record-keeping and report preparation techniques.

Operation of a computer and assigned software.

Interpersonal skills using tact, patience and courtesy.

Health and safety regulations and procedures.

ABILITY TO:

Plan, organize and direct operations and activities involved in the maintenance and repair of District

buildings, facilities, utilities and equipment.

Coordinate projects, communications and personnel to meet District maintenance needs and assure smooth and efficient activities.

Supervise and evaluate the performance of assigned personnel.

Develop, implement and supervise installation, maintenance and repair projects in various maintenance trades.

Inspect buildings, grounds and facilities to identify maintenance, repair and safety needs.

Inspect projects for accuracy, completeness and compliance with established requirements.

Receive, prioritize and coordinate response to work orders.

Estimate material, labor, equipment and time requirements.

Interpret, apply and explain laws, codes, regulations, policies and procedures.

Monitor, order and assure adequate inventory levels of maintenance equipment and supplies.

Observe health and safety regulations.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Communicate effectively both orally and in writing.

Prepare and maintain various records and reports related to assigned activities.

Establish and maintain cooperative and effective working relationships with others.

Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. Typically, this would be gained through: graduation from high school and five years increasingly responsible journey-level experience in one or more of the building maintenance trades including two years in a lead capacity.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.

Regular exposure to fumes, dust, dirt, oil and grease.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a variety of tools and equipment.

Hearing and speaking to exchange information.

Seeing to oversee maintenance activities and read a variety of materials.

Sitting or standing for extended periods of time.

Walking to inspect projects and activities.

Climbing ladders.

HAZARDS:

Working around and with machinery having moving parts.

Working at heights.