



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

**CLASSIFICATION AND
 POSITION DESCRIPTION**

TITLE:	Facilities Maintenance Manager	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Maintenance Department	CLASSIFICATION:	Classified Management
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Exempt	WORK YEAR: HOURS:	12 months/Calendar 2000 8 hours per day or duty days/hours as assigned
APPROVED: Commission Board	11/17/14 and 11/18/14 01/28/15	SALARY GRADE:	Schedule: 54 Range: 78

BASIC FUNCTION:

Organize and direct operations and activities involved in the maintenance and repair of District facilities, utilities, grounds and equipment including tasks in carpentry, electrical work, HVAC, construction, plumbing and painting; perform a variety of technical duties in the planning, development, implementation and inspection of organizational construction and alteration projects; organize and direct grounds maintenance and gardening activities involved in the beautification of grounds and landscaped areas; train and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Organize and direct operations and activities involved in the maintenance and repair of District facilities, utilities and equipment including tasks in carpentry, electrical work, HVAC, construction, plumbing and painting; assure compliance with applicable building, health and safety laws, codes, regulations and standards
- Plan, develop and implement construction, installation, maintenance, repair and enhancement projects; monitor, assess and modify activities in response to project progress; prioritize and coordinate responses to requests and work orders; inspect completed work for accuracy and compliance with established standards, requirements and procedures
- Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assign employee duties and review work to assure compliance with established guidelines, requirements and procedures
- Serve as a liaison between assigned organization and contractors, architects, inspectors, governmental agencies and various outside organizations; respond to inquiries and provide information; resolve issues and concerns as appropriate
- Plan, organize, control and direct grounds maintenance projects involved in the beautification and the safety of grounds and landscaped areas; assure project outcomes comply with established policies and procedures
- Assure turf grounds are developed and maintained according to established quality standards; organize and direct the planting, cultivation, pruning, fertilization and irrigation of flowers, trees, grass and shrubs; develop annual fertilizer plans according to grass, plant and tree needs as directed

- Perform regular safety checks of facilities to assure compliance with established laws, codes and regulations; identify and resolve safety hazards; respond to and resolve emergency situations as required
- Prepare, review and interpret plans, diagrams, blue prints, sketches and specifications; monitor payments and expenditures for projects
- Attend and conduct a variety of meetings as assigned; serve as a liaison to the Community Oversight Committee for the Facilities, Maintenance and Operations department budget; prepare and present reports and plans for projects to be completed annually
- Estimate labor, materials and equipment needed for grounds, maintenance and repair activities; compile and prepare cost estimates; monitor and assure adequate levels of equipment and supplies; research and coordinate the purchase of equipment and supplies as appropriate
- Communicate with personnel and various outside agencies to exchange information, coordinate activities and resolve issues or concerns
- Prepare and maintain various records and reports related to projects, personnel, work orders and assigned activities

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Organization and direction of operations and activities involved in the maintenance and repair of District facilities, utilities and equipment

Construction industry practices and procedures, including cost estimating, project scheduling and project inspections

Methods, materials, tools, terminology and equipment used in the building maintenance trades including electrical work, HVAC, carpentry, plumbing and painting

Proper methods of storing equipment, materials and supplies

Requirements of maintaining facilities, utilities and equipment in good repair

Operation of a wide variety of hand and power tools and equipment

Shop math applicable to the building trades

Applicable laws, codes, regulations, policies and procedures

Technical aspects of the building maintenance trades

Preventive maintenance principles and practices

Principles and practices of supervision and training

Health and safety regulations and procedures

Record-keeping and report preparation techniques

Oral and written communication skills

Interpersonal skills using tact, patience and courtesy

Proper lifting techniques

ABILITY TO:

Organize and direct operations and activities involved in the maintenance and repair of District facilities, grounds utilities and equipment including tasks in carpentry, electrical work, HVAC, construction, plumbing and painting

Perform a variety of technical duties in the planning, development, implementation and inspection of

organizational construction and alteration projects

Serve as a liaison between assigned organization and contractors, architects, inspectors, governmental agencies and various outside organizations

Plan, develop and implement related projects

Train and evaluate the performance of assigned personnel

Operate a wide variety of hand and power tools and equipment related to the building trades

Inspect projects for completeness and compliance with established requirements and procedures

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

Estimate and assure adequate resources to meet material, labor, equipment and time requirements

Organize and lay out work

Inspect, diagnose, maintain, repair or replace a variety of parts and equipment

Work from sketches, diagrams, blueprints, plans and specifications

Plan and organize work

Meet schedules and time lines

Work independently with little direction

Observe health and safety regulations

Maintain various records and prepare reports related to work performed

Communicate effectively both orally and in writing

Establish and maintain cooperative and effective working relationships with others

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by specialized training in building maintenance or a related field and six years journey-level experience in the maintenance trades including five years in a supervisory capacity

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment

Regular exposure to fumes, dust, dirt, oil/grease

Seasonal heat and cold or adverse weather conditions

PHYSICAL DEMANDS:

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

Hearing and speaking to exchange information

Seeing to perform maintenance duties

Lifting, carrying, pushing or pulling objects typically weighing 50 – 75 pounds

Reaching overhead, above the shoulders and horizontally

Bending at the waist, stooping, kneeling or crouching