



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

**CLASSIFICATION AND
POSITION DESCRIPTION**

TITLE:	Maintenance Supervisor	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: 69

BASIC FUNCTION:

Organize and direct operations and activities involved in the general and preventive maintenance and repair of designated buildings, facilities and equipment on an assigned day or night shift; organize and direct grounds maintenance and gardening activities involved in the beautification of grounds and landscaped areas; coordinate personnel, communications and information to meet organizational needs and assure smooth and efficient activities; assist in the development of the District’s Preventive Maintenance Program and related components; train and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Organize and direct operations and activities involved in the general and preventive maintenance and repair of designated buildings, facilities and equipment on an assigned day or night shift; assist in assuring related activities comply with established laws, codes, rules, regulations, policies and procedures
- Organize and direct grounds maintenance and gardening activities involved in the beautification of grounds and landscaped areas; coordinate activities to assure grounds are maintained in a safe and clean condition; assure related activities comply with established policies and procedures
- Coordinate personnel, communications and information to meet organizational needs and assure smooth and efficient activities; confer with staff regarding maintenance and repair needs, projects and work order status; assure proper and timely resolution of maintenance and repair issues
- Inspect facilities and enforce appropriate safety practices; confer with Principal and managers to discuss preventive and routine maintenance, repairs, work orders and related matters; develop and implement the District’s Preventive Maintenance Program and related components; assure timely completion of projects
- Organize and direct the implementation of landscaping and gardening construction, maintenance, repair and enhancement projects; estimate labor, material and equipment requirements for projects; monitor, assess and modify activities in response to project progress
- 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 and procedures

- Monitor progress of maintenance and repair projects; inspect completed projects for accuracy, completeness and compliance with established work orders and specifications; review reports and work orders to determine material, labor, equipment and time requirements
- Coordinate activities to assure facilities are maintained in a safe condition; receive process and prioritize work orders; oversee preventative maintenance functions; coordinate response to emergency maintenance and repair needs
- Participate in the development and implementation of maintenance projects; coordinate projects with vendors and outside contractors; review work of outside contractors to assure compliance with established standards, contracts and specifications
- Prepare and distribute a variety of correspondence in the coordination of maintenance and repair activities; assist with the preparation of contract specifications as requested; review, interpret and recommend changes to project plans, blueprints and specifications
- Serve as a technical resource to personnel concerning maintenance and repair operations, projects and activities; respond to inquiries and provide detailed and technical information regarding related laws, codes, regulations, policies and procedures
- Prepare and maintain a variety of reports, records and files related to work orders, projects, financial activity, inventory, inspections, personnel, attendance and assigned duties; prepare and distribute the District's Preventive Maintenance Report according to established timelines
- Communicate with personnel, outside organizations and the public to exchange information, coordinate activities and resolve issues or concerns
- Operate a variety of equipment including computer and assigned software; drive a vehicle to conduct work
- Monitor and assure adequate levels of maintenance and repair equipment and supplies; coordinate the purchase of equipment and supplies as appropriate; prepare purchase requisitions and process invoices
- Attend and conduct a variety of meetings as assigned

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Organization and direction of operations and activities involved in the general maintenance and repair of buildings, facilities and equipment

Organization and direction of grounds maintenance and gardening activities involved in the beautification of grounds and landscaped areas

Grounds maintenance procedures including mowing, edging, raking and weeding

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
Inventory practices and procedures
Requirements of maintaining buildings in a safe condition
Policies and objectives of assigned programs and activities
Oral and written communication skills
Principles and practices of supervision and training
Interpersonal skills using tact, patience and courtesy
Operation of a computer and assigned software
Technical aspects of field of specialty

ABILITY TO:

Organize and direct operations and activities involved in the general maintenance and repair of designated buildings, facilities and equipment
Coordinate personnel, communications and information to meet organizational needs and assure smooth and efficient activities
Organize and direct of grounds maintenance and gardening activities involved in the beautification of grounds and landscaped areas
Plan, develop and implement landscaping and gardening projects
Train and evaluate the performance of assigned personnel
Inspect projects for accuracy, completeness and compliance with established specifications
Estimate material, labor, equipment and time requirements
Monitor and assure adequate levels of maintenance and repair equipment and supplies
Communicate effectively both orally and in writing
Interpret, apply and explain rules, regulations, policies and procedures
Establish and maintain cooperative and effective working relationships with others
Operate a computer and assigned office equipment
Determine appropriate action within clearly defined guidelines
Meet schedules and time lines
Work independently with little direction
Plan and organize work
Prepare records and reports related to assigned activities

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by specialized training in building maintenance or a related field and four years journey-level experience in two or more of the maintenance trades including at least two years working at the level of a Lead Maintenance Engineer or similar

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment
Driving a vehicle to conduct work

PHYSICAL DEMANDS:

Hearing and speaking to exchange information

Dexterity of hands and fingers to operate a computer keyboard

Seeing to inspect projects and read a variety of materials

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

Sitting or standing for extended periods of time

Walking to inspect projects