

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED/ SEPTEMBER 2010
SALARY SCHEDULE: #85
RANGE: 14.00
CLASSIFIED MANAGEMENT – OVERTIME EXEMPT
CODE: 2, 3, 6, 7, 8, 9**

SUPERVISOR, MAINTENANCE/ENERGY CONSERVATION

DEFINITION

Under general supervision to plan, budget, schedule, supervise, coordinate and perform skilled maintenance, repair and construction projects on various assigned projects as directed and coordinated by the Manager of Maintenance and Operations (M & O) or Supervisor of Maintenance. Under minimal supervision to perform daily energy conservation tasks as outlined in the Administrative Regulations of the KCSOS Energy Conservation Program;

to work with the Director of Internal Support Services or designee to perform necessary daily work on the Energy Conservation Program;

to work with all building supervisors/staff on Energy Conservation techniques and savings goals;

to work with the heating, ventilation and air conditioning (HVAC) technician from M & O as well as outside vendors with regard to controls, set points, and retro-commissioning;

to work on energy conservation projects with utility providers and outside contractors;

to provide supervision of maintenance staff as assigned;

to provide technical input concerning complex or unusual maintenance activities;

do other related work as required.

EXAMPLES OF DUTIES

Assist the Maintenance Supervisor to establish priorities, organize, schedule, coordinate, lead and perform tasks of a general nature in maintenance, repair, and construction work in the basic maintenance trades, such as, carpentry, painting, electrical, plumbing, heating, air conditioning, locksmithing, carpet and tile installation, and metalsmithing;

evaluate individual KCSOS sites for energy efficiency and complete evaluation report;

review and complete reports of individual site energy conservation efforts on an on-going basis;

work with all stakeholders on a plan of action to address deficiencies in the energy conservation audit;

along with the building supervisor, HVAC and/or controls contractor look at all control points of the system to assure maximum efficiency and effectiveness of HVAC systems and controls;

analyze and assist with all appropriate building shut down for off hours, weekends and holidays;

make recommendations to immediate supervisor regarding quick pay-back energy projects;

assist HVAC personnel and building supervisors to maintain optimal comfort levels whenever possible and when buildings are in an occupied state;

perform occasional building reviews during off hours and holidays to verify effective shutdown activities have taken place;

work with the custodial supervisor to provide training to custodial staff regarding proper daily energy conservation methods they must employ;

work with custodial supervisor to report any energy conservation deficiencies by trained custodial staff;

recommend any and all energy conservation improvements to immediate supervisor;

attend appropriate training as recommended by the supervisor in accordance with all job duties;

drive equipment, such as a light truck, tractors, and other related motorized equipment;

provide technical input for performance evaluation of assigned personnel.

QUALIFICATIONS

Knowledge of:

Methods, techniques, materials, tools, and equipment used in maintenance, repair, and construction work;

rules, regulations, and operational procedures pertaining to the repair, maintenance, and construction of school buildings, machines, and equipment;

safe working methods and procedures;

demonstrated proficiency in the use of computers and computer software programs used to analyze data;

the ability to utilize specified instrumentation for measuring energy units;

principles, methods, and procedures of organization, supervision, evaluation procedures and employee motivation.

Ability to:

Lead and coordinate maintenance personnel;

plan, organize, coordinate and supervise a comprehensive energy conservation program;

skillfully use a variety of tools and equipment utilized in the basic maintenance trades;

interpret from blueprints, shop drawings, and sketches;

maintain a variety of files and records;

prepare and present clear and precise reports;

understand and carry out oral and written directions;

establish and maintain cooperative working relationships;

stand, use hands to handle, or feel;

reach hands and arms overhead;

climb, balance, stoop, kneel, crouch, and crawl;

lift up to 50 pounds;

adjust focus, depth perception and close vision.

Experience:

Three (3) years of experience as a semiskilled or skilled maintenance worker in one or more of the basic maintenance trades or grounds maintenance, including a minimum of two (2) years of experience in a lead or supervisory capacity.

Education:

Equivalent to the completion of the twelfth grade, supplemented by training in one or more of the maintenance trades.

Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position is overtime exempt and has a probationary period of one year.

TS: gs

12/17/15

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