

KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISED/APPROVED APRIL 2013
SALARY SCHEDULE: #85
RANGE: 14.00
CLASSIFIED MANAGEMENT – OVERTIME EXEMPT
CODE: 2, 3, 5, 6, 7, 8

SUPERVISOR - MAINTENANCE

DEFINITION

Under general supervision, to plan, schedule, coordinate, lead, and perform semiskilled and skilled maintenance, repair, and construction tasks in the upkeep of school facilities;

perform evaluations for Maintenance and Operations personnel as required;

supervise and perform rough and finished remodeling and construction projects utilizing a variety of general maintenance trade skills;

provide supervision of maintenance staff as assigned;

provide technical input concerning complex or unusual maintenance activities;

do other related work as required.

EXAMPLES OF DUTIES

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 need for or perform a variety of functions in the construction, installation, and maintenance of roofs, furniture, fences, playground equipment, cabinets, shelving, chalkboards, bulletin boards, and a variety of other structures;

evaluate need for or perform the installation, repair, and maintenance of gas and water lines;

may install and repair door and window glass;

make routine electrical installations;

adjust, repair, and maintain electrical equipment and a variety of apparatus and devices;

participate in the repair and maintenance of heating, ventilation, and cooling equipment;

replace and repair carpeting and floor tile;

evaluate need for or perform the installation, repair, and maintenance of door locks and closures;

prepare surfaces, mix paints and finish a variety of equipment, furniture, and physical structures;

may weld metal parts together using gas and electric welding processes, and fabricate metal and sheet metal structural items;

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

provide technical input for performance evaluation of assigned personnel;

may work with outside vendors and/or contractors to secure quotes.

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;

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 maintenance 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;

operate standard office equipment including a computer and assigned software.

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 one year 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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