

**LAS LOMITAS ELEMENTARY SCHOOL DISTRICT**  
**JOB DESCRIPTION**

**SUPERVISOR-MAINTENANCE, OPERATIONS & TRANSPORTATION**

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**BASIC FUNCTION:**

Under the direction of the Chief Business Officer, organize and direct the activities and operations of the Maintenance, Operations and Transportation Department; train, supervise and evaluate the performance of assigned personnel; ensure clean and safe school campuses and District facilities; serve as a member of management team; perform skilled and semi-skilled work in one or more maintenance, operations or transportation trades.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Organize and direct the activities and operations of the Maintenance, Operations and Transportation Department; participate in the development and implementation of departmental policies and procedures.
- Inspect proper utilization of time, material and equipment; monitor work performed by contractors on District facilities and assist in planning, scheduling and coordinating building and maintenance projects.
- Identify and assess maintenance needs and establish priorities for District maintenance and facilities projects.
- Tests and evaluate new products, materials, equipment and make appropriate recommendations.
- Train, supervise and evaluate the performance of assigned maintenance, custodial and transportation staff in collaboration with site administrators.
- Interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; provide leadership and guidance to assigned staff.
- Perform skilled and unskilled maintenance, transportation or repair work; maintain, troubleshoot and repair systems and equipment; make routine adjustments and perform preventive maintenance; diagnose malfunctions and determine repair needs.
- Schedule preventive maintenance and servicing of District vehicles and equipment.
- Assist in the development and preparation the annual preliminary budget for the Maintenance, Operations and Transportation Department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.
- Serve as a technical resource to personnel concerning programs and related functions; respond to inquiries and provide detailed and technical information regarding maintenance, operations or transportation programs and services.
- Develops and monitors bus schedules.
- Prepare and maintain a variety of reports, records and files related to personnel and assigned activities.
- Communicate with administrators, personnel and outside organizations to coordinate activities, resolve issues and conflicts and exchange information.
- Collaborate with management teams to plan improvements and ensure feasibility of new construction projects.
- Develop plans to prevent and minimize emergencies; answer and respond to emergencies in regards to maintenance, operations or transportation issues.
- Operate a computer and assigned software programs; operate other office equipment as assigned; operate various power and hand tools; drive a vehicle to conduct work as assigned.
- Attend a variety of meetings as assigned; conduct safety trainings and in-service workshops.

**OTHER DUTIES:**

- Perform related duties as assigned.
- Be available for District emergencies, on-call during evening, variable or weekend hours as directed.

## **REQUIRED QUALIFICATIONS:**

### Education and Experience:

- Any combination equivalent to: graduation from high school including college-level course work in business administration, building, maintenance or an occupationally related field and three years increasingly responsible experience in maintenance, operations or transportation including the supervision of staff.

### Licenses and other Requirements

- Valid California Class C driver's license.

### Knowledge of:

- Organization and direction of operations and activities involved in the maintenance and repair of organizational facilities, utilities, vehicles and equipment.
- Methods, materials, tools, terminology and equipment used in the building maintenance trades
- Principles and practices of supervision and training.
- Applicable laws, codes, regulations, policies and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- 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.
- Technical aspects of the building maintenance and transportation trades.
- Operation of a computer and assigned software.
- 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 organizational facilities, utilities, vehicles and equipment.
- 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.
- Train and evaluate the performance of assigned staff.
- 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.

## **WORKING CONDITIONS:**

### **Work Environment:**

- Indoor/Outdoor Environment.
- Evening or variable work hours.
- Driving a vehicle to conduct work.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Hearing and speaking to exchange information and make presentations.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.

### **Hazards:**

- Working around and with machinery having moving parts.
- Working at heights.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Board Approved: 6/10/88, 2/14/18

FLSA Status: Non Exempt