

**CALAVERAS UNIFIED SCHOOL DISTRICT**  
**3304 B Highway 12 - P. O. Box 788**  
**San Andreas, CA 95249**  
**209/754-2300**

**JOB TITLE:** Supervisor of Maintenance and Operations  
**WORK YEAR:** 260-day

**JOB DESCRIPTION:** *Under the direction of the Superintendent or designee, the Supervisor is responsible for planning, organizing and directing the District's maintenance, grounds and custodial operations; for the condition of buildings, grounds and facilities; for the establishment of maintenance and grounds standards and schedules; for the establishment and maintenance of uniform custodial procedures in coordination with the Principals; required to attend periodic evening meetings and/or to travel within and out of county boundaries to attend meetings; clear, concise and professional communications with the public, employees and various agencies; and for general duties as assigned. Persons employed in this position must also demonstrate initiative, tact, patience, good judgment and confidentiality.*

**REPRESENTATIVE DUTIES:** *(Incumbents may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with the classification but is intended to accurately reflect the principle job elements.)*

- *Provides leadership and direct supervision for maintenance and grounds-keeping personnel regarding methods and procedures of work, supply, and equipment requirements and operational issues. (E)*
- *Coordinates, implements, assigns and supervises the maintenance activities at all school sites and district facilities. (E)*
- *Assists in the planning, organization and supervision of construction projects throughout the district. (E)*
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- *Interviews, recommends for employment, supervises and evaluations for certificated and classified personnel in accordance with the district's uniform guidelines for evaluation and assessment, and recommend and take appropriate action; Trains and counsels Maintenance and Operation employees. (E)*
  
- *Conducts inspections of school buildings and makes recommendations for alleviating safety and fire hazards. (E)*
- *Assists site management in the ongoing assignment and training of custodial personnel. (E)*
- *Participates in development of operational budget requests, prepares departmental requests. (E)*
- *Prepares and reviews cost estimates of construction, alterations, remodeling and other repair work to existing school sites funded from the District's General Fund. (E)*
- *Plans and conducts in-service training programs for custodial, maintenance and grounds personnel. (E)*
- *Annually develop and report to the Board of Trustees the District's Deferred Maintenance Plan. (E)*
- *Reviews and prioritizes work orders and develops work schedules. (E)*
- *Develops district custodial allocation ratios to provide clean facilities for students and staff. (E)*
- *Establish standards for effective maintenance, grounds and custodial services. (E)*
- *Prepares time, material and cost estimates. (E)*
- *Requisition needed supplies, materials, and equipment. (E)*
- *Maintains accurate records and prepare reports as may be required and requested. (E)*
- *Attends and participates in Board of Education, staff, governmental agency, and community meetings as required. (E)*

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- *Supervises the operation of all water treatment plants. (E)*
- *Prepares and maintains plot plans of all district facilities. (E)*
- *Maintains financial records on all projects. (E)*
- *Implements and enforces safety programs. (E)*
- *Maintain records for security programs, alarms, and bells for each site. (E).*
- *Performs other duties as assigned.*

**MINIMUM QUALIFICATIONS:**

1. **Knowledge of:**

- *Legal mandates, policies, regulations, principles, materials, methods, techniques, operational procedures and strategies pertaining to maintenance and operations.*
- *Basic budget control and cost development.*
- *Practices, procedures, techniques and strategies for determining operational effectiveness;*
- *Working methods and procedures used in the building trades and crafts, including heating and ventilating systems, water and sewer treatment plants;*
- *Practices, procedures and trends of management, organization and supervision.*
- *Safety rules, practices, and regulations;*
- *Use of computer hardware/software.*

2. **Ability to:**

- *Maintain cooperative and harmonious relationships with the public, administration, and site staff*
- *Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of district/department goals.*
- *Plan, coordinate, and direct the work of others effectively.*
- *Understand, interpret and apply laws, rules, and regulations as they apply to the district.*
- *Estimate costs of school construction and maintenance work.*
- *Develop and implement budgets for maintenance and operations projects, including construction projects.*
- *Maintain cooperative and harmonious relationships with the public, administration, and site staff.*
- *Prepare clear and concise reports, manuals, and written instructions.*
- *Plan, organize, and coordinate work with necessary district staff.*
- *Communicate clearly and concisely, both orally and in writing.*
- *Read, write, and speak correct English.*

**PHYSICAL**

- **Standing/Walking:** Constantly; throughout work shift. Distance may vary four to six miles daily depending on task assigned; tile, concrete and ground surfaces.

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- **Sitting:** Occasionally; during breaks and lunch; infrequently, during repair projects.
- **Lift/Carry:** Frequently, 1-25 lbs.; equipment, supplies, trash. Occasionally 26-75 lbs. while moving tools, equipment, tables, heavier supplies, 5 gallon paint/supplies, and heavy trash. May occasionally lift/assist students. May use leaf blower strapped to back up to 1 hour at a time.
- **Push/Pull:** Frequently; using both hands and arms while performing cleaning duties, exerting 5-15 lbs. force. Occasionally; moving furniture, equipment and materials, exerting a force of 20-75 lbs. Can require movement of furniture/equipment for extended hours during summer work.
- **Climbing:** Frequently; stairs, throughout a two-level building. Occasionally; ladders up to a distance of 12 feet while cleaning upper areas, changing lights, drapes, performing repairs. More ladder work in summer.
- **Balancing:** Occasionally; while working at heights on ladder while cleaning or changing lights or while in manlift.
- **Bending/Twisting:** Frequently; at waist/knees/neck throughout work shift, can be highly repetitive in setting up chairs for school events. Some twisting is required but can be avoided with attention to proper body mechanics.
- **Kneeling/Crouching:** Occasionally; may be required while cleaning lower areas, retrieving supplies from lower shelves.
- **Hands/Arms:** Constant use in reaching/handling/grasping/fingering while operating equipment, using hand/power tools, wiping and cleaning surfaces, and using cleaning equipment. Overhead reaching required.
- **Sight:** Constantly; in performing cleaning tasks and maintaining safety standards on the job. Requires depth perception, hand/eye coordination required in operation of equipment and tool use.
- **Speech/Written Communication:** Frequently; to interact with coworkers, students, and record data.

**MENTAL**

- Must be able to plan work, complete scheduled work in a timely manner. Must possess diagnostic skills in identifying major maintenance malfunctions and ability to communicate problems through work orders and telecommunications.
- Ability to work harmoniously with staff, students, administrators, and others with adaptability and flexibility to perform work within changing priorities and interruptions. Must be able to work independently and follow through on all work as assigned.
- Must be able to read, write and speak English and perform some basic mathematical calculations.
  - Must have effective interpersonal skills to provide student supervision.

**WORKING CONDITIONS:**

- Environment: Indoor and outdoor
- Ability to sit for extended periods of time.
- Ability to see and read, with or without vision aids.
- Ability to hear and understand speech at normal levels.
- Ability to communicate so others will clearly understand normal conversation.
- Ability to bend, twist, kneel and stoop.
- Physical dexterity, with ability to operate keyboard and other office machines.
- Physical agility to lift, carry, push, and pull up to ten pounds on a regular basis and up to sixty pounds

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occasionally.

- Ability to reach in all directions.
- Ability to drive District vehicles/machines during the work day.

*Employment Standards*

- *Any combination of college course work in related maintenance field or equivalent related experience.*
- *Five years of progressively responsible experience in custodial, security, general maintenance and construction work, including experience in a responsible supervisory and management capacity*
- *Must pass a physical for this position.*
- *Valid California Driver's License, with proof of auto insurance.*
- CPR and First Aid Certifications

**SALARY:**

*Placement on the Classified Management Salary Schedule Range 7*

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

***Board Approved: 12/14/2022***