

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISED/APPROVED NOVEMBER 2003
SALARY SCHEDULE: #85
RANGE: 20.00
MAINTENANCE/OPERATIONS/MECHANICAL SERVICES SERIES
CLASSIFIED MANAGEMENT – OVERTIME EXEMPT
CODE: 2,3,6,7,8,9**

MANAGER, MAINTENANCE AND OPERATIONS

DEFINITION

Under supervision of the Director of Maintenance and Operations, oversees the functions of skilled trades, custodial and grounds personnel;

inspects, reviews and evaluates maintenance and operations functions and activities;

provides technical input concerning complex and unusual maintenance and operations matters;

provides assistance and backup to the director.

EXAMPLES OF DUTIES

Establishes priorities and schedules for the maintenance of facilities and grounds;

provides technical assistance and recommendations for minor construction and remodeling projects;

analyzes work orders for cost effectiveness of completed task;

inspects school facilities and office buildings to ensure against safety hazards and improper preventative maintenance;

evaluates facilities and determines cleaning, repair and refurbishing needs;

conducts staff meetings and provides inservice training programs for maintenance and operations personnel;

provides input to the Director in the establishment of guidelines, policies, procedures and other written documents related to maintenance and operations;

assists in the budget planning and expenditure control process;

ensures compliance of established quality standards for materials and workmanship;

evaluates the performance of personnel;

meets with commercial suppliers and determines the cost effectiveness of new products and equipment;

assists in the preparation of bid specifications and the analysis of bids received;

investigates and resolves complaints regarding departmental operations and activities;

drives a vehicle to and from work site locations;

performs related duties similar to the above in scope and function as required.

QUALIFICATIONS

Knowledge of:

Applicable state and local building safety and health codes as applied to building trades, grounds and custodial;

principles, methods and techniques of organization and supervision, including assigning and reviewing work performance appraisal and discipline;

district policies, procedures and directives;

safe working methods and procedures.

Ability to:

Plan, organize, supervise and evaluate the performance of skilled trades and general maintenance personnel;

accurately estimate the cost of jobs including time and material;

communicate effectively in oral and written form;

adjust calmly and effectively to emergency situations;

establish and maintain cooperative working relationships.

Experience:

Three years of supervising experience in one or more of the skilled maintenance and/or building trades area.

Education:

Completion of the twelfth grade, supplemented by advanced training or course work closely related to facility maintenance, organization or supervision.

Some positions may require proof of privately owned automobile insurance and possess a valid California Motor Vehicle operator's license.

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.

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

ST:rw

1/6/05

F:\ManagerMaintOper.doc