

**KERN COUNTY SUPERINTENDENT OF SCHOOLS  
REVISED/APPROVED NOVEMBER 2003  
SALARY SCHEDULE: #85  
RANGE: 14.00  
MAINTENANCE/OPERATIONS/MECHANICAL SERVICES SERIES  
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;

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

to provide supervision of maintenance staff as assigned;

to provide technical input concerning complex or unusual maintenance activities;

to do other related work as required.

**EXAMPLES OF DUTIES**

Establishes priorities, organizes, schedules, coordinates, leads and performs 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;

evaluates need for or performs 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;

evaluates need for or performs the installation, repair, and maintenance of gas and water lines;

may install and repair door and window glass;

makes routine electrical installations;

adjusts, repairs, and maintains electrical equipment and a variety of apparatus and devices;

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

replaces and repairs carpeting and floor tile;

evaluates need for or performs the installation, repair, and maintenance of door locks and closures;

prepares surfaces, mixes paints and finishes a variety of equipment, furniture, and physical structures;

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

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

provides 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;

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.

### Experience:

Three 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.

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:rjw

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