

**KERN COUNTY SUPERINTENDENT OF SCHOOLS  
REVISED/APPROVED APRIL 2006  
MAINTENANCE AND OPERATIONS SERIES  
SALARY SCHEDULE: #85  
RANGE: CM 14.00  
CLASSIFIED MANAGEMENT – OVERTIME EXEMPT  
CODE: 1,2,3,6,7,8,9**

**SUPERVISOR – MAINTENANCE & OPERATIONS/RESTORATION  
(Kern County Museum)**

**DEFINITION**

Under minimal supervision to plan, budget, schedule, supervise, coordinate and perform skilled restoration, maintenance, repair and construction projects on the museum buildings, exhibits and artifacts. In addition, coordinates large rentals and events with outside promoters and organizations, and building projects on the museum grounds.

to work on the construction and repair of structural woodwork on various new and historic building systems;

to supervise and perform complete remodeling, construction and restoration on various new and historic projects utilizing a variety of construction trades and skills;

to provide technical input concerning complex or unusual construction, restoration and maintenance activities;

to provide supervision and training to a restoration/maintenance worker, assigned custodians, and various restoration volunteers and contract staff and contractors;

to coordinate the work of maintenance and operations crews and workers to include those providing specialty custodial services, grounds maintenance, HVAC, security, communications and locksmith services;

to attend the meetings of outside groups, and work with them on the planning and implementation of large events at the museum which may involve several thousand people;

to work with various promoters, lighting suppliers, sound companies, equipment rental companies in the planning, design and set up of large events and concerts on the museum grounds;

to serve on various museum committees and task forces concerning long range planning, strategic planning, event planning and interpretative planning for the museum complex;

to write detailed specifications concerning museum restoration and building projects;

to solicit bids for outside contractors for museum projects requiring the services of outside contractors and consultants;

to do other work as required.

**EXAMPLES OF DUTIES**

Directly supervises one or more employees in restoration, construction and custodial work;

carries out supervisory responsibilities in accordance with the organization's policies and applicable laws; responsibilities include interviewing, hiring, and training employees;

builds, repairs, and installs counters, cabinets, benches, partitions, floors, doors, building framework, and trim;

research and procure a variety of building materials suitable for use in historic restoration and other specialized projects;

work on the design, layout and installation of temporary electrical distribution systems for large events;

design and install electrical projects, both high and low voltage, on various museum systems; perform or supervise skilled repairs of these systems;

operate, program, maintain and re-design various computerized and manual components comprising the museum's 10,000 square foot automated oil exhibit, including touch screen technology, fiber optics and digital video and audio systems;

must have an understanding and be able to work on motorized vehicles and other equipment in the museum's collection;

perform the duties of safety officer for the museum;

coordinate and work with a variety of other KCSOS departments on the design, scheduling and implementation of various projects on the museum site;

evaluates need for or performs a variety of functions in the restoration, construction, installation and maintenance of historic structures and other artifacts to include, roofs, all structural members flooring and foundation, electrical, plumbing, HVAC, painting and all other aspects of these structures;

be able to plan and supervise the relocation of historic structures around and to the museum site working with a variety of government agencies, utility companies and contractors;

keep a detailed list of contractors, house movers and various specialty trades people qualified to work on museum projects;

may install and repair window and door glass, including obtaining restoration glass for historic structures;

have a working knowledge of and be able to research various epoxies, glues, fasteners and other unique items used in the preservation and restoration of historic structures;

work on the design, installation and maintenance of various data, communications and security systems around the museum grounds and in the historic buildings;

supervises, repairs and coordinates the restoration of carpeting, floor tile and hardwood flooring;

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

build a variety of metal structures and exhibit mounts using gas and electric welding processes;

drives equipment such as light truck, tractors other construction equipment and a variety of historic vehicles;

assists in the research for the museum's historic structures and large artifacts to determine their specific restoration treatment;

works on the planning, construction and maintenance of various museum exhibits;

responsible for performance evaluations of assigned personnel;

ensures facility is clean and safe utilizing assigned staff;

can be required to work in wet and/or humid conditions, high precarious places, fumes or airborne particles, toxic or caustic chemicals, extreme heat, risk of electrical shock and vibration, high noise level, frequently exposed to moving mechanical parts and outside weather conditions;

lift 50 pounds, climb ladders, stoop, bend, kneel, squat, crawl and stand for long periods of time, work with arms extended above the body, work on equipment extended as much as ten feet from the ground, see and hear sufficiently to safely perform the duties listed, sit, taste or smell.

## **QUALIFICATIONS**

### Knowledge of:

Methods, techniques, materials, tools and equipment used in the restoration, maintenance and construction of museum buildings and equipment;

all the construction trades, to include how to personally perform the work and supervise and train others in them;

rules, regulations and procedures pertaining to the restoration, moving, repair and maintenance of historic buildings utilizing the Secretary of the Interiors Standards of Historic Preservation and the State Historic Building Code;

computers, Internet software, E-mail, Order processing, Inventory, Manufacturing software, Database software such as Lotus 1-2-3, Excel or Quattro pro, FSDirect and Maintenance Direct from School Dude, Word processing such as MS Word;

building automation systems such as Micro Smart, Guilderfluke, AMX, Panja, Light Tonics, Martin and Peavey. Must be able to operate, trouble shoot and repair these various systems;

principles, methods and procedures of organization, supervision and employee motivation;

safe working methods and procedures.

### Ability to:

Perform each essential duty satisfactorily;

read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations;

write reports, business correspondence, and procedure manuals;

write and maintain a comprehensive five-year maintenance plan and coordinate it with the other museum staff as well as other KCSOS departments;

calculate figures and amounts such as building materials, estimates, budgets, discounts, interest, commissions, proportions, percentages, area, circumference, and volume;

interpret a variety of instructions furnished in written, oral, diagram, or schedule form;

be able to receive and sort through a variety of project input from many sources not always part of KCSOS or directly related to the museum but who may be participating in a certain project;

supervise and coordinate restoration, maintenance and event personnel and activities;

create and follow a budget for general maintenance and specific projects;

work with the museum director and other museum managers in the planning and preparation of the annual budget;

safely and skillfully use a variety of tools, equipment and procedures utilized in the restoration, custodial and construction trades as well as train staff in the proper and safe use of same;

help create and interpret blueprints, shop drawings, sketched and detailed specifications;

maintain a variety of files and records as well as prepare and present clear and precise reports; effectively work with and supervise various sized volunteer groups from a few people to over one hundred people working on various museum projects and events;

establish and maintain cooperative working relationships with other museum staff, other KCSOS departments and various outside groups;

coordinate work on the museum site with the other departments of M&O such as maintenance, grounds, HVAC, information systems and custodial.

Experience:

Four or more years as a skilled construction worker in three or more construction trades including one year in a lead or supervisory capacity;

experience in the moving and restoration of historic structures;

experience in facilities operation, maintenance and repair to include modern and historic systems.

Education:

Equivalent to the completion of the twelve grade, with a high school diploma or GED supplemented by training in three or more of the construction trades plus classes in the various stages of historic building restoration.

Associate's degree (A.A.) or equivalent from two-year college or technical school;

or four years related construction experience and/or training or a California State Contractors License "A or B" classification;

or equivalent combination of education and experience;

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

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Formerly LEAD MAINTENANCE/RESTORATION WORKER (Kern County Museum)