

Corning Union Elementary School District  
Job Description

JOB TITLE: MAINTENANCE AND OPERATIONS SUPERVISOR

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Salary Schedule:	Management/Supervisory	Department:	Maintenance and Operations
Reports To:	Chief Business Official	Approved by:	Board of Trustees February 12, 2014

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**POSITION SUMMARY:**

Under the general direction of the Chief Business Official, plans, coordinates, and directs the maintenance and operations of the Corning Union Elementary School District, which includes supervising, training, and the evaluation of assigned staff. Works with District personnel in the coordination, planning, and oversight of new construction. Performs other essential job-related work as required.

**ESSENTIAL FUNCTIONS:**

Plans, organizes, coordinates and supervises the cleaning, maintenance, repair and remodeling of District facilities and equipment.

Responsible for the supervision and evaluation of the District's maintenance and operations personnel; schedules and assigns maintenance and custodial crews; confers with school site and District administrators for the planning, organizing, and directing of facility maintenance programs, including the Facilities Master Plan.

Makes recommendations for employment, transfer, promotion, demotion, or dismissal of maintenance and operations personnel; maintains all records necessary for maintenance and operations.

Plans, organizes, develops and implements operational procedures to ensure adherence to a cost effective and cost beneficial operational mode, and to ensure that appropriate quality control and performance standards are maintained.

Works with architects, inspectors, and governmental agencies in the construction of new facilities, ensuring budget adherence and that timelines are met.

Inspects District buildings for needed repair and maintenance as well as for fire, safety, and health hazards; determines priority for repairs; establishes and maintains a District-wide preventative maintenance program; and assists in the planning of capital outlay and construction projects.

Reviews and approves requisitions and orders for maintenance and operations including facilities, supplies, and materials. Makes recommendations for equipment replacement and acquisition.

Develops, plans, organizes, and maintains inventory and expenditure control of maintenance and

operations materials, supplies, equipment and service needs.

Monitors contractors who are providing maintenance and operations or construction related services to ensure adherence to project specifications, timelines, and appropriate standards of performance.

Is responsible for the implementation and maintenance of the Injury and Illness Prevention Program (IIPP) for all maintenance and operations personnel.

Advises District personnel and members of the educational community regarding maintenance and operations and facilities related problems and concerns.

Plans, develops, and conducts maintenance personnel orientation and department inservice training programs.

Coordinates the disposal of surplus furniture and equipment.

Establishes and maintains effective working relationships with a variety of groups, including teachers, students, administrators, coworkers, vendors, consultants, and others as required.

#### **OTHER RESPONSIBILITIES (NONESSENTIAL FUNCTIONS):**

May assist the Transportation Department, if needed.

Performs other work related duties as assigned.

#### **PHYSICAL DEMANDS:**

The physical requirements indicated below are examples of the physical aspects that this classification must perform in carrying out the essential job functions. Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the job.

While performing the duties of this job, the employee is regularly required to stand, walk, and sit; use hands to finger, handle, or feel objects, tools, or controls; talk and hear. The employee is required to reach with hands and arms; stoop, kneel, crouch, or crawl. This type of work may involve ascending and descending ladders, stairs, scaffolding, and ramps.

The majority of work is medium to heavy and may require routinely lifting, carrying, pushing, pulling, or otherwise moving up to 50 pounds.

Perceiving the nature of sound, near and far vision, depth perception, providing oral information, and the manual dexterity to operate equipment, use hand tools, and various materials and objects are important aspects of this job.

#### **QUALIFICATIONS/EDUCATION/EXPERIENCE:**

Graduation from high school and five (5) years of progressively responsible experience in one or

more areas related to maintenance and/or construction of buildings and facilities. Demonstrated leadership ability and experience is a requirement. A two year degree from an accredited institution in a related field is desirable.

Demonstrated knowledge of:

- methods of general modern construction techniques and general construction code requirements
- ability to prepare, interpret and work from plans, specifications, schematics, diagrams, and drawings
- principles, methods, techniques and strategies pertaining to comprehensive maintenance and operations and facilities programs
- practices, procedures and trends of management, organization, and supervision
- equipment, materials, and supplies commonly utilized in the cleaning and maintenance of school facilities, offices and equipment
- legal mandates, policies, regulations and operational procedures pertaining to the maintenance, repair, construction, and cleaning of agency facilities and equipment.

Willingness to attend classes, workshops, training, etc.

Willingness to work flexible hours and be available for evening events, supervision of personnel, and alarm issues.

Ability to speak, read, write, and communicate effectively in English.

Ability to work independently with a minimum of guidance and supervision, following oral and written directions.

Must have personality to maintain human relationships demanded in a public service agency.

Must possess a valid California driver's license.