

MAINTENANCE AND GROUNDS SUPERVISOR

JOB SUMMARY

Under direction of the Director of Facilities, Maintenance and Operations, plan, coordinate and supervise the day-to-day operations of the District's maintenance and grounds departments. Train, supervise and evaluate the performance of assigned staff.

TYPICAL DUTIES

Assist in the planning, coordination and supervision of the work of all maintenance and grounds personnel. Develop and make work assignments, including tasks, schedules, locations, and working hours. Plan, prioritize, and schedule maintenance and grounds activities based on work order requests. Develop, prepare, and/or review plans and specifications for maintenance and grounds activities, including routine and preventative maintenance projects, construction, repairs, alterations, renovations, etc. Coordinate and inspect the work of outside contractors working on designated projects. Supervise various maintenance and grounds activities at District sites during varying hours and days of the week. Implement the District's pest control system. Participate in interviewing and selecting personnel. Prepare/review evaluations of assigned personnel in accordance with District policy. Establish, support and maintain high standards of personnel conduct and discipline. Monitor assigned budget(s), review and control expenditures, and provide recommendations for review and future requirements. Assist in the preparation and administration of a comprehensive training program, required record keeping, and in preventative maintenance programs. Participate in establishment of maintenance and grounds objectives and production goals. Provide technical guidance and information to site managers related to maintenance and/or grounds operations. Operate a variety of standard office equipment including computer and assigned software. Initiate and coordinate actions to provide necessary substitute and temporary substitute personnel. Perform other related duties as assigned.

JOB REQUIREMENTS

Any combination of education, training, and/or experience which demonstrate ability to perform the required duties. A typical qualifying background would include graduation from high school or equivalent and four years progressively responsible experience in a similar-sized organization in the field of maintenance and/or operations, including two years in a supervisory capacity.

Knowledge of:

Principles and practices of supervision and training. Practices, methods, techniques, quality standards, supplies, tools and equipment applicable to maintenance, construction and repair of buildings and grounds, including sprinkler system repair and installation. Applicable laws, codes, regulations, policies and procedures. Scheduling and coordinating activities in a team or task force manner. Operation of a computer and assigned software, including computer-based irrigation and work management system. Record keeping techniques. Health and safety regulations. Interpersonal skills using tact, patience and diplomacy. Oral communication skills. Pesticide application regulations and safety. Vehicle operations and weight/load regulations.

Ability to: Plan, organize and supervise the day-to-day activities of the District's maintenance and grounds departments. Supervise, train, and evaluate the work of others. Establish and maintain effective lines of communication and working relationships. Communicate effectively. Understand and carry out oral and written instructions. Work independently with limited direction. Meet schedules and deadlines. Analyze situations accurately and adopt an effective course of action. Design and prepare plans, specifications and cost estimates for maintenance and grounds projects. Plan, organize, and schedule work. Develop and maintain records and reports. Analyze budget expenditures and provide recommendations for revision and future requirements. Perform fundamental mathematic calculations.

LICENSE Must possess a valid California driver's license and maintain qualification for District vehicle insurance coverage.

PHYSICAL ABILITY The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit or stand for extended periods of time; walk over rough or uneven surfaces to conduct work; possess dexterity of hands and fingers to operate a computer keyboard, tools, or controls; hear and speak to exchange information; taste and smell; and operate vehicle to travel independently to other district locations to inspect or conduct work. The employee is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The selected candidate must be able to perform the duties of a rigorous work schedule, and pass a physical examination and drug screen.

WORKING CONDITIONS Indoor and outdoor environment. Seasonal heat and cold or adverse weather conditions. Exposure to hazardous chemicals and fumes from paints and solvents. Driving a vehicle to conduct work. Subject to responding to emergency maintenance and grounds related issues 24 hours/7 days a week.