

Sweetwater Union High School District

MAINTENANCE MANAGER

Purpose Statement

The job of Maintenance Manager is done for the purpose/s of managing, planning, and organizing the maintenance, repair and alteration of district buildings and grounds; serving as the maintenance representative in planning and developing facilities and new construction; ensuring that jobs are completed efficiently and within regulatory guidelines, budget and projected deadlines; preparing and managing the annual budgets for the maintenance, grounds and custodial departments; and ensuring optimal utilization of personnel and other resources.

Essential Functions

- Coordinates and directs projects (e.g. site repairs/construction, remodels, preventive maintenance, etc.) for the purpose of ensuring completion within established time frames, project design and budget.
- Manages long and short range maintenance plans/programs (e.g. facility repair plans, annual budget, deferred maintenance plan, etc.) for the purpose of ensuring that district resources are effectively utilized.
- Collaborates with others (e.g. District personnel, community organizations, city/county/state and federal agencies, etc.) for the purpose of implementing and maintaining services and/or programs.
- Inspects new construction, repair work, projects, equipment, work orders, daily maintenance and supplies for the purpose of ensuring that jobs are completed efficiently; specifications for major capital improvements are within local/state/federal regulations; and approving inspection reports and payment requests.
- Monitors fund balances of assigned programs and related financial activity for the purpose of ensuring that expenses are within budget limits and/or fiscal practices are followed.
- Researches new products, laws, regulations, etc. for the purpose of ensuring District compliance, recommending purchases/contracts and maintaining district wide services.
- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Performs personnel functions (e.g. interviewing, evaluating, supervising, discipline, training, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.
- Recommends new hires, promotions, termination and transfers for the purpose of maintaining staffing needs and productivity of the work force.
- Prepares a wide variety of written materials (e.g. correspondence, memos, reports, policy/procedures, budget, etc.) for the purpose of documenting activities, providing written reference and/or conveying information for internal and external entities.
- Presents information for the purpose of communicating information, gaining feedback and ensuring adherence to established internal controls.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring an efficient and effective work environment.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects and programs; overseeing program financial activities; developing effective working relationships; preparing and maintaining accurate records; and administering personnel policies and procedures.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: application of pertinent laws, codes, policies, and/or regulations; personnel processes; and standard business practices.

ABILITY is required to organize a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: providing leadership, direction, and team building; communicating with persons of varied educational and cultural backgrounds; establishing and maintaining effective working relationships with individuals from diverse professional backgrounds; working independently under time constraints to meet deadlines and schedules; organizing and communicating information and concepts; setting priorities; working as part of a team; analyzing situations and making accurate decisions; working with multiple projects; dealing with frequent interruptions and changing work priorities; working with detailed information/data and maintaining accurate records; maintaining confidentiality; and facilitating communication between persons with frequently divergent positions.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing a department; and supervising the use of funds. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some climbing and balancing; and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. The job is performed under a generally hazard free environment.

Education/Experience

Any combination of experience, training and education that would likely provide the required knowledge and abilities is qualifying. A typical way of obtaining the knowledge and abilities would be with four years of increasingly responsible supervisory experience of skilled and unskilled craft/trade activities in the maintenance and repair of buildings, grounds, and equipment; and/or a Bachelor's degree from an accredited college or university with major course work in engineering, public administration or a related field

Required Testing

None Specified

Certificates

Valid Driver's License & Evidence of Insurability

Continuing Educ./Training

None Specified

Clearances

Pre-placement Physical Exam; TB Clearance; and Criminal Justice Fingerprint/Background Clearance

Sweetwater Union High School District programs and activities shall be free from discrimination based on age, gender, gender identity or expression, or genetic information, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation; the perception of one or more of such characteristics; or association with a person group with one or more of these actual or perceived characteristics." *SUHS Board Policy 0410*