

SWEETWATER UNION HIGH SCHOOL DISTRICT

CLASS TITLE: MAINTENANCE SHOP SUPERVISOR

BASIC FUNCTION:

Under the direction of the Director of Maintenance, organize and direct the repair and maintenance of a variety of gasoline, electrically and mechanically powered machines, engines and equipment; supervise District welding and metal fabrication activities; train and supervise assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Organize and direct the repair and maintenance of a variety of gasoline, electrically and mechanically powered machines, engines and equipment; assure efficient operation of District machines, engines and equipment; assure timely processing of District maintenance repair requests; assure activities comply with established policies, procedures, rules and regulations.

Supervise, coordinate and participate in welding and metal fabrication utilized in the construction, design, maintenance and repair of District buildings and equipment; repair doors, frames, locks, windows, lines, boilers, lockers, bleachers, athletic equipment and a variety of other equipment.

Train and supervise assigned personnel; coordinate and schedule activities; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; arrange employee schedules; review and monitor employee time sheets.

Inspect construction, maintenance and repair projects for accuracy, completeness and compliance with established work orders and specifications; review reports and work orders to determine materials, labor, equipment and time requirements; provide recommendations concerning the purchase of new systems and equipment.

Operate a variety of scientific instruments including measuring equipment and a variety of hand and power tools and equipment; operate a computer and assigned software; drive a vehicle to conduct work.

Compile information and prepare and maintain a variety of records and reports related to District maintenance materials, work orders, inventory control, occupational activities and assigned projects; submit required reports to appropriate District agencies.

Provide consultation to District personnel concerning construction, maintenance and repair operations, projects and activities; respond to inquiries and provide detailed and technical information regarding related laws, codes, regulations, policies and procedures.

Estimate labor, time and material costs; respond to emergency needs as requested; coordinate and monitor inventory levels of supplies, materials and equipment; order, receive and oversee the storage of supplies, materials and equipment.

Work from blueprints, plans, diagrams, specifications and manuals; maintain equipment and materials in good working order.

Attend and participate in assigned meetings, conferences and committees.

Respond to emergency needs as requested.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, equipment, terminology and materials used in the maintenance, diagnosis and repair of gasoline, electrically and mechanically powered machines, engines and equipment.

Operation and use of hand and power tools and equipment.

Planning, organization and direction of operations and activities related to the construction, maintenance and repair of District facilities and equipment.

Requirements of maintaining buildings and facilities in good repair.

Applicable building codes, ordinances, requirements, regulations and safety precautions.

Technical aspects of general maintenance work.

Proper methods, materials, tools, terminology and equipment used in maintenance work.

Policies and objectives of assigned programs and activities.

District organization, operations, policies and objectives.

Tools, equipment and procedures for fabrication, construction and repair of metal objects.

Principles and theories of basic electronics.

Health and safety regulations and procedures.

Technical aspects of fields of specialty.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Record-keeping and report preparation techniques.

Proper lifting techniques

ABILITY TO:

Organize and direct the repair and maintenance of a variety of gasoline, electrically and mechanically powered machines, engines and equipment.

Supervise District welding and metal fabrication activities.

Train and supervise assigned personnel.

Coordinate resources, communications and information to assure smooth, efficient and effective Department operations, projects and activities.

Monitor and assure proper resource allocation according to established procedures.

Participate in construction inspections.

Respond to emergency and non-emergency situations.

Recommend material and equipment needs.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned software.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Direct and participate in the preparation and maintenance of a variety of reports, records and files.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by graduation from an approved apprenticeship program and five years related experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, outdoor and shop environment.

Driving a vehicle to conduct work.

Noise from equipment operation.

Regular exposure to fumes, dust and odors.

Regular exposure to hazardous materials.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a variety of hand and power tools and equipment.

Reaching overhead, above the shoulders and horizontally.

Bending at the waist, kneeling or crouching.

Lifting, carrying, pushing and pulling heavy objects as assigned by position.

Hearing and speaking to exchange information.

Sitting or standing for extended periods of time.

Seeing to read a variety of materials.

Climbing ladders.

HAZARDS:

Toxic smoke and gases and other poisonous substances.

Working at heights.

Subject to noise and fumes from equipment operation.

Exposure to chemical fumes and vapors such as gasoline and diesel fuel.

Working around and with machinery having moving parts.

Sparks, hot ashes and hot metals from welding and fabrication.

The Sweetwater Union High School District does not discriminate with regard to sex, race, religion, color, national origin, ancestry/ethnicity, marital or parental status, age, physical or mental disability, sexual orientation or any other unlawful consideration. SUHSD Board Policy #2224