

CONTRA COSTA COUNTY OFFICE OF EDUCATION

CLASS TITLE: SUPERVISOR, MAINTENANCE & OPERATIONS

BASIC FUNCTION:

Under the direction of the Manager, Maintenance and Operations, organize and direct operations and activities involved in the maintenance and repair of County Office facilities, utilities and equipment including tasks in electrical work, plumbing, carpentry, HVAC, landscaping, structural maintenance and painting; coordinate staff, projects and communications to meet County Office maintenance needs; train and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Organize and direct operations and activities involved in the maintenance and repair of County Office facilities, utilities and equipment including tasks in electrical work, plumbing, carpentry, HVAC, landscaping, structural maintenance and painting; assure compliance with applicable laws, codes, ordinances, regulations, policies and procedures.

Coordinate staff, projects and communications to meet County Office maintenance needs and assure smooth and efficient activities; participate in the scheduling, development and implementation of maintenance and repair projects; assure proper and timely resolution of related issues and conflicts.

Train and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assign employee duties and review work to assure accuracy, completeness and compliance with established standards, requirements and procedures.

Receive, prioritize and participate in scheduling and coordinating response to work orders; monitor and report on progress of installation, maintenance, construction and repair projects; inspect completed projects to assure compliance with established work orders and specifications.

Estimate labor, materials and equipment needed for maintenance projects and activities; compile and prepare cost estimates; monitor and assure adequate inventory levels of equipment and supplies; research and coordinate the purchase of equipment and supplies as needed.

Organize, direct and participate in the troubleshooting and repair of electrical equipment and systems; install and replace light fixtures, ballasts, switches, fuses, circuits, receptacles, outlets, breakers, plugs and other electrical accessories; trace out and install wiring and cabling; diagnose malfunctions and replace defective wiring and parts.

Supervise and participate in the repair or fabrication of articles and structures of wood or related materials such as doors, partitions, counters, cabinets, shelving and furniture; repair and replace hardware; install and maintain drywall; repair floors, walls, ceilings and roofs as assigned.

Organize, direct and participate in the installation, maintenance and repair of faucets, drinking fountains, toilets, urinals, sinks, valves, pumps and other plumbing components and fixtures; install, fit and replace pipes; inspect and repair leaks, obstructions and general system failures.

Supervise and participate in maintaining, troubleshooting and repairing heating, ventilation and air conditioning systems and equipment; make routine adjustments and perform preventive maintenance; diagnose malfunctions and determine repair needs; maintain and replace filters.

Coordinate, schedule and participate in the inspection of facilities, utilities and equipment to determine maintenance and repair needs; assure buildings and systems comply with established codes and permit specifications; conduct regular and periodic safety inspections.

Coordinate classroom and office relocations as needed; reconfigure panel partitions; pick up, move, transport, deliver, assemble and arrange various furniture, materials and equipment; load and unload equipment and supplies.

Operate and maintain a variety of equipment such as drills, saws, sanders, grinders, tractors, backhoes, trenchers and various hand and power tools; drive a vehicle to conduct work.

Apply paint or other protective or decorative material to a variety of surfaces as assigned; prepare surfaces for painting; paint over graffiti as needed.

Oversee and participate in a variety of landscaping activities in the development and modification of County Office grounds and landscaped areas; oversee pest management activities including posting, product identification, staff and parental notification at County Office sites.

Plan, organize and lay out assigned tasks; interpret plans, diagrams, blue prints, sketches and specifications; set-up resource libraries at workstations.

Communicate with County Office personnel and various outside agencies to exchange information and resolve issues or concerns.

Oversee and participate in the maintenance of various records related to work orders, projects, cost estimates and assigned activities.

Supervise maintenance and operations projects performed by outside contractors; assist outside contractors with construction and renovation projects as needed; coordinate fire code inspections and implement corrective actions as necessary.

Coordinate and oversee the scheduled preventive maintenance program; perform preventive maintenance on equipment and utilities including replacing and servicing parts and components.

Supervise the operation, inspection and maintenance of County Office alarm systems; inspect identify and report safety, sanitary, security and fire hazards to appropriate personnel; respond to emergency maintenance and repair needs; coordinate fire and life safety programs.

Attend and participate in various meetings, workshops and seminars as directed; serve as a member

of the County Office Safety Committee; coordinate and implement staff development and picnic committee activities.

Serve as the Manager, Maintenance & Operations in the absence of the administrator as needed.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Organization and direction of operations and activities involved in the maintenance and repair of County Office facilities, utilities and equipment.

Methods, materials, tools, terminology and equipment used in the building maintenance trades including electrical work, plumbing, carpentry, HVAC and painting.

Proper methods of storing equipment, materials and supplies.

Requirements of maintaining facilities, utilities and equipment in good repair.

Operation of a wide variety of hand and power tools and equipment.

Shop math applicable to the building trades.

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

Technical aspects of the building maintenance trades.

Preventive maintenance principles and practices.

Health and safety regulations and procedures.

Principles and practices of supervision and training.

Record-keeping techniques.

Oral and written communication skills.

Proper lifting techniques.

ABILITY TO:

Organize and direct operations and activities involved in the maintenance and repair of County Office facilities, utilities and equipment including tasks in electrical work, plumbing, carpentry, HVAC, landscaping, structural maintenance and painting.

Coordinate staff, projects and communications to meet County Office maintenance needs.

Train and evaluate the performance of assigned personnel.

Receive, prioritize and participate in scheduling and coordinating response to work orders.

Operate and maintain a wide variety of hand and power tools and equipment.

Inspect projects for accuracy, completeness and compliance with established specifications.

Estimate material, labor, equipment and time requirements.

Monitor and assure adequate levels of maintenance equipment and supplies.

Communicate effectively both orally and in writing.

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

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Oversee and participate in the maintenance of records to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by completion of an approved apprenticeship program and four years journey-level experience in one or more of the building maintenance trades.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.
Regular exposure to fumes, dust, dirt, oil and grease.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a variety of tools and equipment.
Seeing to perform maintenance duties.
Hearing and speaking to exchange information.
Lifting, carrying, pushing or pulling heavy objects as assigned by the position.
Walking over rough or uneven surfaces.
Reaching overhead, above the shoulders and horizontally.
Bending at the waist, kneeling or crouching.
Climbing ladders and working from heights.
Standing for extended periods of time.
Heavy physical labor.

HAZARDS:

Working around and with machinery having moving parts.
Working at heights.
Power saws and flying debris or nails.
Chemical fumes.
Electrical power supply and high voltage.