

## MAINTENANCE AND OPERATIONS SUPERVISOR

**Reports to:** Maintenance and Operations Manager

**Division:** Internal Services

### Our ideal candidate

You have a “can-do” attitude and a flexible approach to carrying out job responsibilities. You are a good problem-solver and enjoy providing great service. You are sensitive to and understanding of building a strong team of collaborative workers. You care about the people you work with and the individuals receiving your services. You are a team player and strive to do an excellent job.

### General description

Responsible for overall maintenance work throughout the office and its sites. Provide supervision and training to custodial staff and oversee work assignments, rotations, and performance as assigned. Fill in during the manager’s absence and perform those managerial responsibilities as required.

### Specific duties and responsibilities

- Assume responsibilities during the absence of the Maintenance and Operations Manager, including on-site security, custodial assignments and rotations, and general support for contractors
- Perform complex building maintenance and repairs, such as but not limited to plumbing, electrical, carpentry and construction, HVAC, painting, and masonry
- Provide work direction for custodial staff and fill in when necessary
- Supervise custodial staff including but not limited to training, providing constructive input, regular performance evaluations, staff assignments, and disciplinary action as needed
- Move supplies, furniture, and equipment between various county education office departments and sites and, when needed, help with furniture and equipment configuration for special events
- Oversee and participate in the replacement of bulbs, tubes and ballasts, and strip, wax, and buff floors as needed
- Take office vehicles for servicing and perform preventive maintenance on assigned county equipment
- Help assure security of building and staff through proactive measures
- Maintain custodial supply inventory, setting minimum reorder points, and initiating purchase orders when required
- Perform related duties as assigned

### Requirements

Education: High school diploma; completion of trade school courses in one or more building trades preferred

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Experience: Three years of increasingly responsible experience in building maintenance and custodial work, including at least one year of lead work; journey level experience in one or more building trades preferred

### Knowledge of:

- methods, materials, tools and equipment used in custodial, building maintenance, and groundskeeping
- health and safety regulations
- record-keeping techniques, especially those involving hazardous materials
- supervisory and training principles
- modern proactive security measures

### Skills in:

- moving materials, equipment and furniture safely and efficiently
- oral and written communication

### Ability to:

- plan and organize work, meeting schedules and timelines
- perform complex building maintenance
- clean buildings, fixtures, and equipment
- communicate effectively orally and in writing, and follow oral and written directions.
- work cooperatively with others, maintaining effective working relationships
- solve problems by analyzing situations accurately and adopting an effective course of action
- train and supervise staff
- work independently
- lift objects weighing up to 50 pounds, heavier with assistance

### Licenses and certificates

Valid California driver's license

### Working conditions

Indoor and outdoor work, plus travel from site to site, lifting, climbing. Exposure to dust, fumes, and cleaning chemicals. In absence of manager, may be required to be on call 24 hours a day for emergencies.

### Series

Maintenance/Operations/Transportation

### Salary range 77

<i>Approved by the Personnel Commission:</i>	Oct. 28, 1987
<i>Revised:</i>	June 23, 2016
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