

## CENTRAL SHOPS SUPERVISOR

### DEFINITION

Oversees a variety of seniors, craft journey-level employees, and other employees in both related and unrelated classes in the performance of construction, alteration, maintenance, repair work, and reviews work performed by contractors.

### TYPICAL DUTIES

Supervises and inspects the work of employees in a variety of crafts, including, but not limited to Floor Covering Installer, Hardwood Floor Worker, Fire Equipment Servicer, Sign Designer, Stage Rigger, Steeplejack, Tile Layer, Tile Layer Helper, and Maintenance Worker.

Develops, reviews, and revises work schedules with the concurrence of other craft supervisors, principals, and administrators.

Plans, coordinates, and schedules projects with community representatives, contractors, vendors, and the public.

Initiates and coordinates jobs in compliance with administrative decisions and prepares job progress reports.

Confers with governmental agencies regarding work that requires permits and conformance to local codes.

Surveys work, makes job cost estimates, and writes and approves requisitions for materials and supplies.

Monitors the fiscal management of the unit.

Allocates resources for projects.

Trains and orients work crews in the proper and safe use of tools, equipment, and materials, and implements safe work practices.

Identifies and evaluates equipment, supplies, techniques, and systems.

Approves employee time records and mileage reports.

Orders tools, materials, and equipment.

Enters work order and requisition data utilizing computer systems.

Ensures compliance with procurement procedures.

Coordinates resolution of project issues in accordance with District policy, applicable laws and regulations.

Communicates with District staff, consultants, and the public using District communication applications.

May coordinate, supervise, and inspect the work of contractors.

May participate or assist in obtaining contracts from private vendors.

May act in place of a higher-level supervisor or manager in case of absence.

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Central Shops Supervisor oversees a variety of maintenance personnel in the construction, alteration, maintenance, and repair of facilities and equipment.

A Complex Project Manager is responsible for the coordination of all facilities-related activities with a group of schools, offices, or operational units.

A Senior Craft person assists a supervisor or manager in overseeing the overall respective craft operations in a designated Maintenance and Operations area.

A Craft person performs the journey-level work within their specific discipline in a designated Maintenance and Operations area.

## SUPERVISION

General supervision is received from designated supervisor or manager. Supervision is exercised over seniors, craft journey-level employees and other employees.

## CLASS QUALIFICATIONS

### Knowledge of:

- Modern practices, processes, materials and tools of a variety of crafts, including, but not limited to, painting, floor covering, refinishing, fire equipment servicing, and sign design
- Principles of organization, and personnel management
- Pertinent employee health and safety laws, regulations, and District policies and procedures
- City, County, State, federal and other codes, laws, and ordinances pertinent to designated crafts
- Pertinent provisions of labor contracts
- Budgetary, accounting, and legal procedures and practices of the District regarding procurement and disbursement of supplies and equipment
- Current labor and material costs relating to all types of construction and maintenance work
- Methods and procedures used in planning and estimating job projects
- Design, construction, installation, and maintenance of various craft equipment and systems
- Microsoft Word, Excel and Outlook

### Ability to:

- Estimate costs of material and labor
- Work effectively with administrators, other District personnel and the public
- Supervise, coordinate, train, and evaluate the work of direct and non-direct reporting personnel
- Read and interpret blueprints, plans, drawings, and specifications
- Enter and retrieve information using computers
- Recognize, analyze, and deal effectively with problems and issues
- Prepare budget estimates and keep controls of expenditures
- Communicate effectively, both orally and in writing
- Work well under pressure of multiple priorities and short deadlines
- Maintain confidentiality

### Special Physical Requirements:

- Manual dexterity and strength to use tools of the trades
- Ability to stand, walk, bend, crawl, climb, reach overhead, crouch, kneel, balance, push, pull, and lift up to 50 pounds in inspecting or assisting projects when needed
- Ability to work safely at heights including the use of ladders, scaffolds, and other related equipment
- Ability to work safely in confined spaces

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from high school or evidence of equivalent educational proficiency.

### Experience:

Three years of journey-level or higher experience in any craft or trade involving the maintenance, construction, alteration, or repair of buildings, equipment, or asphalt or concrete surfaces; two years of the required experience must be in a lead or supervisory capacity at or above the senior level.

### Special:

Employment is subject to medical clearance.

Positions in this classification are subject to pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials, including, but not limited to, asbestos and lead.

A Facilities Planner Program certificate is required before completion of the probationary period.

A valid California Driver License.

Use of an automobile.

## SPECIAL NOTE

Exempt from FLSA.

This class description is not a complete statement of essential functions, responsibilities or requirements. Requirements are representative of the minimum level of knowledge, skill and/or abilities. Management retains the discretion to add or change typical duties of the position at any time.

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