

SUPERVISING MAINTENANCE WORKER

DEFINITION

Plans, schedules, and supervises a variety of tasks related to the maintenance and repair of buildings, equipment, and appliances, including the movement and installation of equipment and furniture.

TYPICAL DUTIES

Supervises the performance of unskilled and semiskilled tasks such as:

- Installing and securing office machines and electronic equipment.

- Adjustment, maintenance, and repair of furniture and related movable equipment, involving the replacement of glides, casters, rubber tips, legs, table tops, and similar parts, and the permanent installation of small items of equipment, such as mirrors, flag holders, thermometers, pencil sharpeners, and eye charts.

- Assembly and installation of tables, plinths, posture chairs, and weighing scales; the assembly, dismantling, and moving of portable bleachers; the grouping and bonding of tables and chairs; the removal and reinstallation of auditorium seats; and the safe operation of power-activated tools in anchoring furniture to concrete floors and making minor repairs to concrete floors.

- Repair and/or replacement of miscellaneous cabinet hardware, venetian blinds, loose or missing ceiling and floor tile, external parts of lighting fixtures, faucet and hose bib washers, and evaporator pads on cooling units.

- Cleaning of rain gutters, yard catch basins, toilet vent grilles, gate stops, and roll gate tracks.

- Removal of or painting out of graffiti and minor paint touch-up to boiler room equipment and fence posts; the priming of minor carpentry repairs and plaster patches; and painting of portable playground equipment.

- Cleanup upon job completion.

Consults with and advises Principals and other school administrators concerning classroom usage changes; special seating arrangements; and equipment to be transferred, picked up, repaired, replaced, or adjusted.

Inventories items to be moved and coordinates the time of moving with other school personnel of other units and with contractors.

Instructs Maintenance Workers in proper methods and safe practices for repairing, loading, and unloading furniture and other movable equipment.

Obtains quotations from vendors and contractors on nonstock items and on the moving of heavy items such as kilns, safes, linotypes, large presses, and machinery.

Initiates job orders, estimates materials and labor costs, requisitions materials, and keeps records.

Coordinates the removal and reinstallation of equipment and supplies with the work of other units involved in rehabilitation painting and floor finishing programs.

Receives and checks shipments of furniture and related equipment from the District warehouse, inspects new furniture and equipment received from vendors, inspects auditorium seating installed by contractors, and recommends approval of invoices.

Evaluates and reports on new furniture being tested in schools.

Processes requests for cleaning, repairing, and recovering of gym mats, cot pads, body pads, and rugs by annual contract; inspects work of contractors for compliance with specifications; and approves invoices for payment.

Inspects seating arrangements for compliance with Fire Department rules and regulations on aisle spacing and clearance of exits.
Makes work progress reports and special surveys and reports on experimental equipment as requested.
Assigns Maintenance Workers to assist craft personnel.
Surveys sites and confers with school personnel to determine the best schedule, method, and sequence for performing work.
Trains new employees and evaluates employee performance.
Receives job requests from school custodial or administrative personnel, determines whether the jobs are within the responsibility of the crew, and refers tasks requiring skilled craft work to appropriate maintenance personnel.
Inspects work quality and progress.
Orders tools, materials, and equipment and instructs employees in their use.
May coordinate the delivery of supplies and equipment to schools for the year round cleaning program.
May coordinate the moving of furniture and equipment for multi-track year-round schools.
May assign Building and Grounds Workers to substitute at school sites.
May assign Window Washers to emergency fire extinguisher cleanup, vandalism cleanup, routine window washing schedules, and kitchen wall washing.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Supervising Maintenance Worker plans, schedules, and supervises the work of Maintenance Workers.

A Maintenance Worker performs a variety of tasks to assist with the maintenance and repair of school buildings, equipment, appliances or grounds, including the moving, installing, repairing and maintaining of school and office furniture and equipment.

SUPERVISION

General supervision is received from administrators in Maintenance and Operations Areas. Supervision is exercised over Maintenance Workers.

CLASS QUALIFICATIONS

Knowledge of:

Methods of loading and unloading trucks and handling heavy furniture and equipment
Safe use and operation of common hand and small power tools
Common safety practices in equipment handling and the use of manual and power tools
Fire Department regulations regarding seating arrangements, aisle spacing, and exits

Ability to:

Supervise and schedule the work of a large group of employees
Work effectively with school administrators and other District personnel
Train new employees
Accurately estimate labor, material, and job costs and keep records
Prepare written reports

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency, preferably supplemented by courses in supervision, organization, management, or communications.

Experience:

Three years in the performance or supervision of moving, installing, and repairing of equipment or furniture or in the maintenance and/or repair of buildings, equipment, appliances, or grounds, including the use of small power tools.

Special:

A Maintenance Planner Training Program Certificate is required prior to completion of the probationary period.

A valid California Driver License.

Use of an automobile.