

**SUPERVISOR OF MAINTENANCE AND GROUNDS**  
**POSITION DESCRIPTION**

**Description of Position**

The Supervisor of Maintenance and Grounds, under the general supervision of the Superintendent, and in the cooperation with the school site Principals, is responsible for the cleaning and maintenance of District buildings and grounds; supervises and evaluates operational employees, including those with gardening, custodial and maintenance duties; participates as a member of the District Management team and works in cooperation with other members of the Team in the formulation and implementation of District policies.

**Classification**            Classified Employment

**Work Year**                Twelve Months

**1. Qualifications**

- 1.1 High School graduation or recognized equivalent.
- 1.2 Prior work experience or the equivalent in job classification.
- 1.3 Possess a valid California Driver's License.
- 1.4 Possess wide variety of skills necessary to maintain District buildings, equipment, and grounds.
- 1.5 Ability to read and work from blueprints, drawings, and sketches.
- 1.6 Ability to develop long-range plans for District maintenance.
- 1.7 Working knowledge of accepted building crafts and technical knowledge of at least three of these crafts.
- 1.8 Ability to establish and maintain effective working relationships with administrators, teachers, other classified employees, and those contacted in the course of work.

**2. Duties and Responsibilities**

- 2.1 Plans, assigns, supervises, evaluates, and establishes work standards and schedules of custodial, grounds, and maintenance personnel; makes recommendations regarding personnel, as appropriate, to the Superintendent.
- 2.2 Instructs custodial staff in the proper use of materials and equipment.

- 2.3 Inspects District facilities and the work of custodial staff; reports improper, inefficient and unsafe conditions to the Superintendent and/or Principals.
- 2.4 Receives and dispatches maintenance work orders:
  - 2.4.1 Establishes priorities cooperatively with Superintendent and Principals.
  - 2.4.2 Assesses the requirements for completion of the work order; i.e., analyzes the item to be purchased, cost, time, allocation, etc.
  - 2.4.3 Follows through to ensure work has been completed properly.
- 2.5 Performs actual work or contracts out work in all areas of maintenance, including, but not limited to, plumbing, electrical, heating and ventilation, window glazing, painting, carpentry, and roofing repair.
- 2.6 Assists Business Manager in preparation of contracts and bid specifications for all contracted work, including the securing of bids, performing tours with prospective bidders, coordinating sequence of projects, following up to insure proper performance by the contractor, and performing final inspection.
- 2.7 Works with leased facility tenants in the maintenance of their areas; inspects leased facilities on a monthly basis.
- 2.8 Assists Superintendent and/or Principals in the hiring of outside manpower to complete larger projects by conducting interviews, establishing work schedules, evaluating performance, organizing necessary tools, supplies, and transportation, keeping records of costs and hours worked, and promoting safe work habits.
- 2.9 Under adverse or emergency conditions, works as needed on a 24-hour, 7-day per week basis; acts as liaison between the District and the Fire Department, Police Department, security firm, and other Marin County agencies for the proper handling of an emergency situation; responsible for emergency procedures and training of buildings and grounds personnel for District and school level emergencies.
- 2.10 Supervises the ordering, receipt, and distribution of custodial and maintenance supplies and equipment, including inventory and/or reports pertaining to same.
- 2.11 Moves all furniture, equipment, books and supplies, including the coordination of major moves.
- 2.12 Cooperates and assists with energy audits, attends seminars regarding energy efficiency and cost minimization.
- 2.13 Cooperates and assists the head and boiler contractor in the maintenance of units to ensure correct operation of all devices.
- 2.14 Cooperates and assists with Fire Department inspections; ensures that all sites meet fire safety codes and corrects any violations; tests fire alarms for proper functioning.
- 2.15 Works in cooperation with authorities to control vandalism and responds to requests regarding same.
- 2.16 Works with the District Office Secretary and Business Manager to review all incoming invoices and approve or reject payment.
- 2.17 Cleans and organizes the maintenance shop and all equipment to ensure safe and good working conditions.

- 2.18 Keeps District maintenance motor vehicles in a clean and safe operating condition; services on a regular schedule and keeps a stock of commonly needed parts and tools on vehicles; responsible for State vehicle Emission Certificate.
- 2.19 Performs other duties as assigned.

### **3. Organizational Relationship**

- 3.1 Supervision - Superintendent
- 3.2 Evaluation – Superintendent (Principals and Business Manager Contributing)