

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Facilities Maintenance Assistant Supervisor	CLASSIFICATION:	Classified Non-Management (SEIU/Operations Support)
SERIES:	None	FLSA:	Non-Exempt
JOB CLASS CODE:	0628	WORK YEAR:	12 Months
DEPARTMENT:	Facilities and Maintenance	SALARY:	Flat Rate Salary Schedule C1
REPORTS TO:	Assigned Supervisor	CABINET APPROVAL:	11-08-13

BASIC FUNCTION:

Perform journey-level skilled work in the alteration, renovation, repair, and construction of district facilities; train and provide work direction to assigned skilled trade workers and Central Maintenance Labor staff.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Perform journey-level skilled rough work in the alteration, renovation, repair, and construction of district facilities; retrofit and remodel classrooms, offices, and restrooms with new durable materials to meet health and Americans with Disabilities Act (ADA) requirements; demolition of old construction. **E**

Train and provide work direction to assigned staff; assure work completed and in progress comply with applicable laws, rules, and regulations; coordinate work with other shops; monitor contract work. **E**

Assist in planning, scheduling, and leading the day-to-day operations of assigned staff; maintain records (vacation, sick leave, invoices, etc.). **E**

Estimate projects in terms of labor and materials; collect data to support cost estimates for repair projects and submit to supervisor; order and purchase materials according to established guidelines; budget management; maintain material inventories; provide monthly and annual labor and material cost report. **E**

Assist in establishing preventive maintenance schedules; recommend priorities of repair projects for roofing and other assigned projects. **E**

Respond to after-hours emergency situations as directed. **E**

Assist maintenance staff in performing maintenance, repairs, renovations, and operations of buildings, equipment, and systems for the purpose of asset preservation and providing a safe and functional environment. **E**

Assume duties and responsibilities of maintenance supervisor in his/her absence for the purpose of providing continual and seamless maintenance operation services. **E**

Attend meetings, seminars, and courses for the purpose of acquiring knowledge and conveying necessary information related to maintenance staff functions. **E**

Communicate tactfully with various individuals (district personnel, community members, agencies, contractors, general public and professional service providers) for the purpose of coordinating and facilitating work projects and relaying necessary information. **E**

Diagnose malfunctions and determine appropriate repair, service, and/or maintenance requirements of equipment and facilities for the purpose of ensuring proper operations. **E**

Evaluate structures, equipment, and roofing systems as necessary for the purpose of identifying repair and/or replacement needs and developing solutions to system problems. **E**

Monitor work performance and provides direction and support to maintenance staff as necessary for the purpose of assisting them in the successful completion of their work and achieving a high level of performance. **E**

Assists in the daily coordination of work performed by the maintenance staff (e.g. prioritize, assign, schedule) for the purpose of ensuring that essential building maintenance services are provided and work assignments are completed efficiently. **E**

Performs recordkeeping functions and processes data for the purpose of assigning work, tracking resources, and documenting activities. **E**

Assist in preparation and/or reviews contract documents for purchase and delivery of equipment, materials, supplies and services for the purpose of coordinating requisition of required materials and services. **E**

Prepare written material (correspondence, reports, estimates, schedules, spreadsheets, requisitions, electronic mail) for the purpose of maintaining records and conveying information. **E**

Participate in all associated safety and regulation training for the purpose of providing instruction and communicating goals, expectations, and procedures. **E**

Respond to emergency situations for the purpose of resolving immediate safety, operations, and logistical concerns. **E**

Utilize standard office equipment including computers and applicable software applications for the purpose of preparing, maintaining, and conveying information. **E**

Maintains shop facilities in a clean, safe, and orderly manner for the purpose of providing a safe, organized, and efficient shop operations. **E**

Perform preparatory work for maintenance activities; which could include gathering equipment, materials, loading and unloading materials and laying out materials and equipment for projects. **E**

Perform a variety of routine physical labor tasks, depending upon area of assignment. **E**

Participates/ assists in short and long-term planning of projects and presents plans to supervisor or designee; interpret and applies blueprints, specifications, and technical manuals. Uses work order management system; monitors and inspects outside contract work to ensure standards are being met; makes recommendations for meeting standards. Assist with coordinating outside contractors for facility renovations. **E**

Ensure compliance with all applicable safety regulations, building codes and safety requirements; inspect district facilities and grounds on routine basis to ensure that deficiencies are corrected. **E**

Serve as a liaison to other district departments. **E**

Respond to users and volunteer groups regarding facilities issues. **E**

Perform routine and unscheduled maintenance and repair on district facilities and equipment. **E**

Must possess the ability to make independent decisions, follow instructions, and accept constructive criticism. **E**

Operate power tools and other equipment associated with assigned duties; operate a district vehicle, forklift, scissor lift, and related equipment and machinery; maintain equipment, tools, and work area in a safe, clean, and orderly manner; lift and carry heavy objects, and perform heavy physical labor. **E**

Perform duties wearing appropriate protective clothing, foot wear, approved respirator, and other equipment when necessary. **E**

Assure work completed and in progress comply with applicable laws, rules, and regulations. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Graduation from high school, and four-year apprenticeship program or equivalent. Six years of journey-level experience preferred.

LICENSES AND OTHER REQUIREMENTS:

Hold a valid California Class B driver's license; employee entrance evaluation (lifting test); furnish own hand tools; physical examination for wearing respirator. Attend asbestos awareness training within six months of employment.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, methods, equipment, tools, and materials of skilled rough and finish carpentry work.

Principles of training and providing work direction.

Quality and adaptability of various woods.

Building codes, policies, regulations, and guidelines pertaining to typical school.

Basic record-keeping techniques.

Safe working methods and procedures.

Technical aspects of field of specialty.

Health and safety regulations.

ABILITY TO:

Perform the basic function of the position.

Train and provide work direction to others.

Accurately estimate labor and material costs.

Work from blueprints, sketches, shop drawings, and diagrams.

Maintain records, and prepare complete and concise reports.

Understand and follow oral and written directions.

Establish cooperative working relationships with others.

Work independently with minimal supervision.

Operate a vehicle, observing legal and defensive driving practices.

Lift and carry heavy objects, and perform heavy physical labor according to safety regulations.

Work efficiently to meet schedules and timelines.

Operate and maintain specialized tools of the trades.

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.

Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Indoor, outdoors, and shop environment; drive a vehicle to conduct work; noise from equipment operation; exposure to adverse weather conditions; work at heights and in confined spaces.

SAMPLE PHYSICAL ABILITIES:

Bend at waist, pull, push, carry, and lift heavy objects; climb ladders and scaffolding; stand for extended periods of time; heavy physical labor; crawl; reach overhead, above the shoulders, and horizontally; dexterity of hands and fingers to operate specialized tools, equipment, and motorized lifts; hear and speak to exchange information; see to perform work.

SAMPLE PHYSICAL ABILITIES:

Work on ladders; work from heights; work in hazardous conditions that create slippery and wet surfaces; exposure to vapors and fumes from roofing materials; guard against burns, cuts, flying debris, sharp objects, moving parts from equipment, and collapsing roof; repetitive hand motion; potential exposure to asbestos, mold, lead, and other hazardous materials.

APPROVALS:

Ken A. Forrest, Chief Business Officer

Date

Jonathan P. Raymond, Superintendent

Date