

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Supervisor, Facilities Maintenance Glazier	CLASSIFICATION:	Classified Represented Supervisor (TCS)
SERIES:	Supervisor IV	FLSA:	Non-Exempt
JOB CLASS CODE:	9758	WORK YEAR:	12 Months
DEPARTMENT:	Facilities Maintenance	SALARY:	Range 22 Salary Schedule G
REPORTS TO:	Assigned Supervisor	CABINET APPROVAL:	04-09-18

BASIC FUNCTION:

Under general direction the Facilities Maintenance Glazier Supervisor is responsible for maintaining, repairing of District buildings and related components in the glazing field, flooring, draperies, locksmith, and supervising journeyman-level trade's persons and other assigned personnel performing repairs and maintenance of District buildings and equipment.

EXAMPLES OF DUTIES:

Assigns subordinates to work details and checks work in progress and upon completion ensure that it meets required standards; inspects buildings and equipment reported to be in need of repair and considers the need for repair, estimates the time, labor, and materials needed; supervises and performs routine maintenance and preventative maintenance on District facilities and equipment; keeps records of time/material, and work performed and needed; keeps stockrooms up to date and prepare requisitions for stock; and perform additional related duties as required.

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.)

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

Communicate with various individuals (e.g. students, parents, staff, patrons, volunteers, contractors, regulatory agencies, interagency contacts, professional service providers) for the purpose of coordinating and facilitating work projects and relaying necessary information. **E**

Assist with monitoring and inspecting outside contract work to ensure standards are being met; make recommendations for meeting standards; and assist with coordinating outside contractors for facility renovations. **E**

Monitor work performance and provide direction and support to assigned 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**

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

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

Provide training (e.g. maintenance, equipment, safety) for the purpose of delivering instruction and communicating goals, expectations, and procedures. **E**

Evaluate assigned classified personnel on performance and other attributes. **E**

Utilize standard office equipment, computer software programs and work order management system for the purpose of preparing, maintaining, and conveying information. **E**

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

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

Provide leadership in the support of District policies, procedures, goals, directives, priorities, and decisions for the purpose of complying with District requirements and providing a positive and harmonious work environment. **E**

Work an alternative work schedule which may include nights and weekends. **E**

Supervise and manage the use of materials, supplies, and equipment used in assigned area of the Facilities Maintenance Department. **E**

Advise assigned supervisor in matters relating to facility and operations activities; provide information to civic and public groups and individuals as needed. **E**

Assist in analyzing annual operating costs and makes recommendations for assigned department budget. **E**

Participate in short and long-term planning of capital improvement projects. **E**

Guide, supervise, and motivate employees; organize and supervise the activities of various crews and subcontractors performing construction and maintenance work. **E**

Communicate effectively, verbally and in writing; ability to establish and maintain effective working relationships with employees, other departments, administration, and the public. **E**

Continue education and training on related regulations and products of assigned areas of responsibility. **E**

Provide a positive climate of interaction and communication between school staffs, families, and the community within Facilities Maintenance. **E**

Perform other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

TRAINING, EDUCATION, AND EXPERIENCE:

Graduation from high school or equivalent; and ten years of experience or completion of an apprenticeship program in glazing trade or other related field.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; provide ability to be insured; and employee entrance evaluation (lifting test).

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Building codes, policies, regulations, and guidelines pertaining to Facilities Maintenance.

Relevant Federal, State, and Local regulatory requirements, procedures, and standards.

Effective supervision practices, evaluation techniques, and leadership styles.

Interpersonal skills using tact, patience, and courtesy.

Basic budget preparation, control, and recordkeeping.

Operation of a computer, related software, and standard office equipment.

Safe working methods and procedures.

Hazards, health and safety regulations, standards, and OSHA codes related to Facilities Maintenance.

Technical aspects of field of specialty.

Perform math and/or geometry.

State and Federal requirements regarding maintenance at school sites; codes, regulations, and laws related to the job functions.

ABILITY TO:

Supervise, train, and evaluate the performance of assigned staff.

Perform the basic function of the position.

Perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions.

Apply pertinent codes, policies, regulations, and/or laws.

Operate equipment used in trade, and standard office equipment including pertinent software applications.

Handle hazardous materials.

Plan and manage projects; preparing and maintaining accurate records.

Schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a variety of factors when using equipment.

Make independent decisions, follow instructions, and accept constructive criticism.

Prioritize, schedule, and assign work.

Assure accurate, cost effective, and timely completion of work assignments.

Estimate cost of materials and labor.

Order parts and supplies according to established guidelines.

Maintain records, compile and analyze data, and prepare reports.

Be flexible and work with others in a wide variety of circumstances.

Analyze data utilizing a variety of complex processes.

Work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment.

Diagnose emergency situations quickly and accurately.

Analyze issues and create action plans.

Utilize equipment under a variety of conditions for multiple purposes.

Problem solve and analyze data based on organizational objectives; problem solve with equipment is significant.

Read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems.

Read, understand, and work from blueprints, sketches, shop drawings, and diagrams.

Read, interpret, apply, and explain rules, policies, and procedures.

Communicate effectively and maintain cooperative relationships.
 Lift and carry heavy objects according to safety regulations.
 Analyze situations accurately and adopt an effective course of action.
 Understand and follow oral and written directions.
 Meet State and District standards of professional conduct as outlined in Board Policy.
 Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities related to work.
 Communicate with persons of varied backgrounds; providing direction and leadership; setting priorities; working as part of a team; working with frequent interruptions; and adapting to changing work priorities.
 Work an alternative work schedule which may include nights and weekends.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

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

SAMPLE PHYSICAL ABILITIES:

Kneeling, pulling, pushing, carrying, and lifting heavy objects; climbing ladders; standing for extended periods of time; heavy physical labor; bending at the waist; crawling; reaching overhead, above the shoulders and horizontally; dexterity of hands and fingers to operate specialized tools and equipment; and hearing and speaking to exchange information.

SAMPLE HAZARDS:

Working on ladders or scaffolding at heights; working in a cramped or restrictive work chamber; working around and with machinery having moving parts; electrical power supply and high voltage, and cuts from tools or materials.

HEALTH BENEFITS: Teamsters Classified Supervisors (TCS) employees purchase a portion of their family health benefits with District-offered plans.

(Former Title: Supervisor III, Glazier)

APPROVALS:

Union Signature(s)	Date
Cancy McArn, Chief Human Resources Officer	Date
Jorge A. Aguilar, Superintendent	Date