



CLASSIFICATION DESCRIPTION

TITLE: Assistant Manager of Facilities and Maintenance Trades

<u>Title of Immediate Supervisor:</u> Manager of Facilities	<u>Department:</u> Facilities Management	<u>FLSA Status:</u> Exempt
<u>Accountable For (Job Titles):</u> Carpentry, Electrician, HVAC, Plumber/Pipefitter, Painter, Contracted T & M Trades		<u>Pay Grade Assignment:</u> Non-Certified Business Division Administrators' Association, Pay Class IX

<u>General Summary or Purpose of Job:</u>
<p>Plans, implements, and administers programs, policies, regulations, maintenance, renewal, replacements, and any and all activities associated with the District's maintenance and construction. This includes initial planning, project oversight, budget responsibility, code compliance, timelines, and safety. Supervises and evaluates all trades persons, both employees and contract workers, on new construction or remodeling projects.</p>

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
1.	Supervises, evaluates and oversee all staff and activities assigned to the maintenance department, including all contracted labor performing maintenance work or building-level improvements for the District. Ensures a safe working environment for all employees and contracted labor supervised in accordance with District and OSHA regulations.	Daily 35%
2.	Recommends, reviews and complies with policies and regulations for maintenance and construction of the District's buildings, grounds and equipment. Ensures District-wide compliance with State building codes, life safety codes, fire codes and other federal, State, and local laws and regulations, including school board policies, as they relate to the physical property of the District. Examples of code compliance relate to fire alarms, sprinkler systems, fire extinguishers, and kitchen hood suppression systems.	Daily 15%



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3.	Writes specifications, designs projects, estimates costs, oversees construction, maintains records, and evaluates cost data for maintenance expenditures, building capital expenditures, and capital equipment expenditures. Develops supporting materials and documents to ensure that quotations and bids are received in a manner that assures the delivery of materials and services, which is consistent with need and is cost effective.	Weekly 15%
4.	Assists the Manager of Facilities in supervision and project management of District LTFM and capital construction projects and performs on-site construction observation to ensure that all work meets expected standards as specified, by reading construction documents, specifications and blueprints. Assists the Manager of Facilities and contracted architectural firms in planning and evaluation of District LTFM and capital construction projects to efficiently prioritize and ensure that all work meets expected standards as defined.	Weekly 15%
5.	Develops and manages the budget for maintenance activities. Examines financial documents, records and accounts on a regular basis for the purpose of determining accuracy, reliability and completeness of financial records and reports.	Daily 5%
6.	Explores and implements maintenance and administrative practices, methods to improve efficiency and increase effectiveness of all facilities maintenance services provided to the District.	Daily 5%
7.	Designs, develops, maintains operates understands and instructs in the use of various computerized databases, management systems and spreadsheets to improve the effectiveness and efficiency of day-to-day facilities management operations.	Daily 5%
8.	Assists the Manager of Facilities, as well as the Human Resource Department staff, in costing and strategy planning for negotiations with the maintenance bargaining unit.	Quarterly 5%
9.	Performs other duties of a comparable level or type.	As required



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Minimum Qualifications: (necessary qualifications to gain entry into the job not preferred or desirable qualifications)

Requires a minimum of a baccalaureate degree in mechanical engineering, industrial technology or a closely-related field and at least three years of experience as a supervisor or at least 10 years as a manager within a facilities management department in a large school district, company or manufacturing facility; or an equivalent combination of education, training and/or experience necessary to successfully perform the essential functions of the work.

Certification or Licensing Requirements_(prior to job entry):

Certified Facilities Manager (AFE) (preferred)

Knowledge Requirements:

Requires knowledge of:

- Codes, standards and regulations, such as uniform building codes, uniform fire codes, National Fire Protection Association (code and standard organization), uniform mechanical codes, and all local state, and federal applicable rules and regulations.
- Principles, methods, practices, materials and accepted techniques for maintenance and construction work for school district facilities.
- Architectural and engineering processes and procedures to monitor, critique and evaluate district maintenance and construction projects.
- Current principles, practices and methods of public-sector purchasing to ensure efficient and proper utilization of public funds.
- Computerized data management systems, including databases and spreadsheets, for activities related to all aspects of facilities management. Knowledge of how to design, instruct and manage these systems is required.
- Planning and supervising projects of extensive scope, while utilizing sound decision making, effective and functional problem solving and analysis, and a detailed manner of leadership.

Skill Requirements:

Skilled in:

- Ability to comprehend and understand uniform codes, standards and regulations, including all local, State and federal applicable rules and regulations, and the ability to ascertain that the District is in full compliance with these regulations.



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- The ability to effectively supervise, including the ability to utilize effective principles, methods, practices and accepted leadership techniques for maintenance and construction employees performing work for the District, including both in-house and contracted labor.
- The ability to effectively communicate with staff and the general public in a courteous manner, through the use of effective communication skills, both verbal and written.
- Utilizing computerized data management systems, including Filemaker Pro, for activities related to all aspects of facilities management.
- Ability to use all Microsoft and Google products to effectively create communications.

Physical Requirements: Indicate according to the requirements of the essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		√		
Walk		√		
Sit		√		
Use hands dexterously (use fingers to handle, feel)			√	
Reach with hands and arms		√		
Climb or balance		√		
Stoop/kneel/crouch or crawl		√		
Talk and hear				√
Taste and smell		√		
Lift & Carry: Up to 10 lbs.				√
Up to 25 lbs.			√	
Up to 50 lbs.		√		
Up to 100 lbs.		√		
More than 100 lbs.	√			
General Environmental Conditions:				
<p>Work is occasionally performed near moving mechanical parts, in high or precarious places, in fumes or airborne particles, with toxic or caustic chemicals, in outdoor weather conditions, where there is risk of electrical shock and where vibration is present. These conditions are typically present in building mechanical rooms and in specific construction or remodeling projects. The typical noise level of this job is considered to be moderate.</p> <p>Individuals assigned to this job must be able to distinguish several job-related odors, including antifreeze, smoke, and electrical shorts. On occasion, the ability to lift up to 100 pounds of lumber at one time, is required.</p>				
General Physical Conditions:				



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Work can be generally characterized as:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of forces constantly to move objects.



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Vision Requirements: Check box if relevant	Yes	No
No special vision requirements	√	
Close Vision (20 in. of less)		
Distance Vision (20 ft. of more)		
Color Vision		
Depth Perception		
Peripheral Vision		

Job Classification History:

Classification reviewed and revised by Penn, Inc., Human Resource Management Consulting, DJS 3-1-22; Banded and Graded by Bjorklund Compensation Consulting, Inc. 03/07/2022