

Supervisor - Campus Maintenance

Purpose Statement

The job of Supervisor - Campus Maintenance is done for the purpose of ensuring compliance with work order and relevant trade standards; making recommendations for acceptance; ensuring a safe and secure working environment; providing documentation for audit purposes; meeting district, state and federal requirements; and conveying information related to professional requirements, new products and technology.

Essential Functions

- Composes a variety of materials (e.g. reports, memos, letters, procedures, manuals, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Assist with district personnel for the purpose of implementing and maintaining services and/or programs.
- Maintenance and repairs of general building items, routine repair of plumbing fixtures, lighting, door hardware, fire/safety PM (cleaning smoke heads, clearing panel alerts).
- Performs maintenance duties for the purpose of but not limited to those found on Addendum A.
- Perform daily health and safety walks/inspections for the purpose of ensuring a clean and safe environment for students and staff.
- Evaluates programs and/or projects for the purpose of carrying out and achieving objectives within area of responsibility.
- Implements assigned programs and/or projects for the purpose of conforming to administrative, state and/or federal requirements.
- Inspects new construction, repair work, projects, equipment, work orders, daily maintenance and supplies for the purpose of ensuring that jobs are completed efficiently; specifications for major capital improvements are within local/state/federal regulations; and approving inspection reports and payment requests.
- Monitors fund balances of assigned programs and related financial activity for the purpose of ensuring that allocations are accurate, related revenues are generated, expenses are within budget limits and/or fiscal practices are followed.
- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Recommends policies, procedures and/or actions for the purpose of providing direction for meeting the district's goals and objectives.
- Responds to emergency situations for the purpose of addressing immediate safety concerns and maintenance items.
- Supervises department functions including hiring/termination recommendations, planning / scheduling / coordinating activities, training, advising, consulting, etc. for the purpose of ensuring that the department functions in a safe and efficient manner.

Other Functions

- Assists other personnel for the purpose of supporting them in the completion of their work activities.

Minimum Qualifications

Mental Requirements

Learning Development- Level C Sufficient to read and write technical instruction, understand standardized methods, operate specialized and varied equipment, perform standard mathematical applications. Learning development involves the equivalent of some technical or vocational training beyond high school, often resulting in a certification.

Problem Solving - Level 2 Work situations require consideration and interpretation of circumstances or information to choose the most effective responses. Solutions may be somewhat technical, yet are relatively straightforward, obvious and well-defined once problems are understood. Responses come from the realm of prior learning and experiences.

Physical Requirements

Physical Skill - Level B Some learned physical skill is required. Certain coordinated finger, limb, or body movements must be performed in the course of regular work routines. These can usually be learned and competency developed on the job over a relatively short period of time.

Physical Effort - Level 1 Minimal physical exertion is required. Most job time is spent sitting with occasional walking. Occasional lifting, guiding, and carrying of lightweight materials or equipment.

Social Requirements

Human Relations Skill- Level B Job requires patience in communication and well-developed verbal skills to exchange technical or complex information with individuals or small, informal groups. Skills in establishing harmonious relationships and gaining cooperation are important.

Scope of Contacts - Level 1 The important job contacts are with peers in the immediate work group and immediate supervisor. Occasional contact with individuals outside the organization may occur.

Work Environment

Performance Environment - Level B Work pressure, disturbances of work flow, and/or irregularities in work schedule are expected and occur on an intermittent basis. Changes in the performance environment require occasional upgrading of skills.

Physical Working Conditions - Level 4 Extensive and continuous exposure to hazardous conditions. Dangerous work situations. High likelihood of serious injury or illness if proper precautions are not taken. Highly undesirable assignments.

Accountability

Level of Accountability - Level D Responsible for the supervision of output in terms of scheduling, progress, and results; for safety, job training, and morale of others; and records. May perform some output. First-line supervisory work.

Organizational Impact - Level 2 Work results impact the accuracy, reliability, and acceptability of further results beyond the immediate work section. Work results are noticeable and represent a portion of, or support product or service received by the customer or general public.

Experience, Education, and Certifications

Experience: Job related experience within specialized field with increasing levels of responsibility is required

Education: High school diploma or equivalent.

Certifications/Clearances: Must possess a valid Arizona DPS Level One IVP Fingerprint Clearance Card while employed.

Compensation Details

FLSA Status: Exempt

Pay Schedule: Salary - E119

Work Calendar: 12 Month Long