

YUBA COUNTY OFFICE OF EDUCATION  
Management Job Description

MAINTENANCE AND OPERATIONS SUPERVISOR

DEFINITION

Under the direction of the Superintendent, plans, organizes and provides supervision and oversight for daily maintenance operations and activities for buildings and facilities infrastructure, vehicles and equipment. This position will provide extensive coordination of the related functions with site level managers, staff and outside agencies. Inspects and troubleshoots maintenance work and performs related work as required. This position will also assist with planning and developing facilities and new construction to meet the needs of YCOE programs. This position ensures the proper applicable state and local building, safety and health codes and regulations as applied to building trades, grounds and custodial operations are followed.

DUTIES AND RESPONSIBILITIES

Responsibilities include the following - Other duties may be assigned as required:

- Supervise and coordinate staff and activities within the Maintenance and Operations Department
- Manage the Department's budget providing continuous control over all phases of purchasing for the department
- Supervise and evaluate department personnel and ensure maximum staff utilization
- Manage the work order system, providing for timely and effective repair of facilities
- Prepare and maintain records, files, logs, spreadsheets, and reports related to personnel, inventory, supplies, work request, work performed and safety issues
- Participates in the establishment and implementation of a systematic preventive maintenance program for buildings and facilities infrastructure, vehicles and equipment. Investigate vandalism as necessary
- Establishes and maintains procedures for system security and protection of facilities and property
- Conducts routine inspections of all facilities looking for potential maintenance and safety concerns
- Ensure that equipment is properly maintained, safety inspected and repaired
- Provides regular reports and updates, both verbally and in writing to the Superintendent and other staff as needed
- Coordinates responses to emergency calls
- Ensure that mail and packages are delivered to school sites and County Office.
- Ensures compliance with various public agencies and regulations, such as ADA, CalOSHA and the Field Act
- Operates a variety of software programs and equipment necessary for this position
- Negotiates and administers service contracts and oversee subcontractors/service providers
- Ensure completion of Williams inspections.

## MINIMUM QUALIFICATIONS

### Education and Experience

- High school diploma plus specialized training in one or more of the building trades (carpentry, painting, masonry, electric, plumbing, etc.)
- Five years of progressively responsible management experience involving planning, contracting, maintenance and operations and personnel management preferably in a school environment
- Bachelor's degree from an accredited institute/college or trade school in business, engineering, or an applicable discipline desired
- Demonstrated ability to supervise others effectively.

### Knowledge, Skills, and Abilities

- Requires strong working knowledge of applicable Federal, State (including DSA and OPSC) and local building codes, ordinances and regulations
- Supervise, oversee and inspect the work of contractors and subcontractors for compliance to bid specifications, building codes, safety and health codes, etc.
- Knowledge in building trade standards, occupational health and safety standards, inspection methods, including process of change orders, job progress and payment forms
- Knowledge of cost estimating and specifications
- Blueprint reading and large and small project management
- Thorough knowledge of planning, organization and direction of maintenance activities
- Methods, materials, tools and terminology used in construction, maintenance, grounds keeping and custodial activities
- Interprets, applies and explains rules, regulations, policies and procedures
- Requirement of maintaining building, facility infrastructure and grounds in a safe, clean and orderly condition; budget preparation and control
- Oral and written communication skills
- Knowledge of principles and practices of administration, supervision and training
- Knowledge of applicable laws, codes, ordinances, regulations, policies and procedures
- Interpersonal skills using tact, patience and courtesy
- Operation of a computer and assigned software
- Requires the ability to plan, organize, control and direct maintenance, construction, reconstruction, alteration projects and other capital outlay projects
- Schedule and effectively supervise work of others
- Supervises and evaluates the performance of assigned personnel
- Reviews, plans, inspects construction projects, conducts investigations and provides recommendations related to maintenance and operation activities
- Communicates effectively both orally and in writing
- Establishes and maintains cooperative and effective working relations with others

Physical Ability

- Requires the ability to stand for extended periods of time
- Walk up to 400 yards and manipulate
- Lift, carry, AND move light to medium weights of 10-50 pounds on a regular basis, over 50 pounds on an occasional basis
- Climbs (e.g. ladders), stoops, kneels and crouches on a regular basis
- Requires sufficient hand-eye coordination, hand finger dexterity including ability to grasp and visual acuity to operate power equipment and read technical information.
- Requires ambulatory ability to go to different locations.
- Requires the ability to take precautions against a nominal exposure to health and safety risks.
- Requires speaking and hearing to communicate in person or over the phone.

Licenses and Certificates

Valid California Driver's License.

10/18/2021  
MPH