

**DESERT SANDS UNIFIED SCHOOL DISTRICT**  
**Office of Classified Personnel Services**

**Classification:** SUPERVISOR OF MAINTENANCE (TRADES)      **Salary Range:** 20  
**Employment Category:** Management/Supervisory      **FLSA Designation:** Exempt

**Job Summary:**

Under direction, coordinates and supervises District maintenance operations and personnel; plans, assigns, inspects, reviews, monitors and evaluates the work performed by journey and maintenance worker level electronic technicians, electricians, locksmiths and heating, ventilation and air conditioning personnel.

**Essential Job Functions:**

- **Assists** in departmental budget development and maintenance for the purpose of providing estimates and recommendations as required; and, ensuring funds are utilized in accordance with applicable Federal, State, local and district policies, procedures and guidelines.
- **Communicates** guides and directs internally and externally for the purpose of providing information dissemination on policies, procedures, rules and regulations, information gathering, issue identification and resolution, training and development.
- **Coordinates** communication and activities with administrators, public safety agencies, local utilities, vendors, suppliers, architects, contractors, etc. for the purpose of ensuring the highest level of service and communication.
- **Evaluates** and recommends the purchase of new equipment for the purpose of ensuring the efficient and effective operation of the department.
- **Manages**, supervises, selects and evaluates maintenance personnel for the purpose of ensuring efficient operation of the department; and, providing training and development, performance evaluations and input on hiring, firing, problem identification and resolution.
- **Oversees** and inspects maintenance activities and work sites for the purpose of ensuring the proper and efficient completion of assignments; and, ensuring conformity with applicable laws and regulations.
- **Plans** and estimates labor and material costs for the purpose of ensuring proper completion of maintenance and repair projects.
- **Prepares** and maintains records and reports related to maintenance operations for the purpose of ensuring compliance with applicable rules and regulations and accurate documentation of information as required.
- **Procures** parts, materials and supplies for the purpose of ensuring availability of required equipment and supplies.
- **Reviews** and oversees work orders, plans and ongoing projects for the purpose of coordinating and supervising work performed by assigned personnel; ensuring the efficient and effective operation of the department.

**Other Job Functions:**

**Assists** and coordinates with other personnel as may be required for the purpose of supporting them in the completion of their work activities.

**Essential Job Requirements - Qualifications:**

- **Skills, Knowledge and/or Abilities Required:** Skill to supervise personnel, services and projects. Skill in working with a diverse group of individuals and handling situations with tact, diplomacy and discretion. Skill to use the methods, materials, tools and equipment required in building maintenance operations. Knowledge of building, electrical, fire, health and safety codes, hazardous material codes and requirements, asbestos containment and handling procedures, confined space requirements and CALOSHA/OSHA regulations and requirements as they relate to personnel safety and building maintenance, construction and repair. Knowledge of schematic and architectural plans, drawings, manuals and technical materials, computer hardware and software and applicable programs related to building maintenance and construction. Ability to plan, organize and accomplish complex repair and maintenance schemes and procedures; train and motivate personnel, develop accurate and timely written or oral reports and develop complex budgets.
- **Physical Requirements:** Employees in this classification stand, walk, sit, use fingers repetitively, use wrists or hands repetitively in a twisting motion or while applying pressure, use both hands simultaneously, have rapid mental/muscular coordination; good speaking and hearing abilities; bending at the waist, kneeling and crouching; reaching overhead, above the shoulders and horizontally; stooping; ascending and descending stairs; standing for long periods of time; have the ability to occasionally lift moderately heavy objects weighing up to 30 pounds, frequently lift up to 15 pounds and constantly lift a minimum of 5 pounds; have the capability to push 30 pounds maximum force and possess the capability to pull 30 pounds maximum force. May sit for long periods of time in front of a computer. Persons with certain disabilities may be capable of performing the duties of the classification. Such determination must be made on an individual basis by the District's medical examiner, taking into consideration the nature of the disability, prosthetic aid and the duties of this position.
- **Work Environment:** Employees in this classification work inside and outside with exposure to minor contagious illnesses (colds, flu, etc.) in direct contact with students, site staff, the public and other District staff, without direct guidance from supervisor, with a high volume of work and tight deadlines, continuous changing priorities and interruptions. May require exposure to extreme weather conditions for moderate periods of time. Other hazards include, but are not limited to, Noise/Vibration (driving); Mechanical=Inspecting equipment/electrical repairs; inspecting construction/facilities, asbestos inspection. Other Atmospheric Hazards: Fumes=Paint; Dusts=Pollen, dirt, open fields, machine rooms.
- **Education and Training Required:** High School graduate or equivalent and six (6) years of journey-level experience in one or more of the following trades: electronic repair, electrician, locksmith and heating, ventilation and air condition, which included two (2) years of supervisory experience.
- **Licenses, Certifications, Bonding, and/or Testing Required:**
  - Fingerprint/criminal justice clearance.
  - Valid California driver's license.
  - Tuberculosis clearance.
  - Structured testing process in order to establish eligibility list.

Personnel Commission: 10/13/98  
Board of Education: 10/20/98  
Salary Modification: 07/01/00  
Personnel Commission: 01/26/06