

PERRIS UNION HIGH SCHOOL DISTRICT

Board Approved: February 18, 1999
Salary Schedule: 261; Row 4

Perris Union High School District provides equal opportunity in employment without regard to race, religion, color, national origin, ancestry, physical handicap, medical condition, sexual orientation, marital status, age and gender in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Perris Union High School District policy. A physical examination and drug screen may be required of all finalists before employment.

JOB TITLE: MAINTENANCE & OPERATIONS SUPERVISOR

JOB PURPOSE STATEMENT: To assume direct charge of all maintenance and operations. This position is directly responsible to the Superintendent.

JOB QUALIFICATIONS:

Experience Required:

- Minimum of eight years of related experience including at least one year in a supervisory capacity

Knowledge Required:

- Demonstrates a thorough knowledge of at least three building trades

Knowledgeable of building safety codes.

- Knowledgeable of sound business management and practice
- Knowledgeable of laws and policies related to field of operation

Responsibilities Required:

- Demonstrate willingness to participate, when necessary, in any phase of operations
- Direct supervision of all maintenance and custodial personnel within the district
- Interpret blueprints, plans, and specifications; prepare sketches and lists of materials and costs
- Supervise all phases of Maintenance and Operations
- Keep appearance of school sites to standards of health and safety as well as financially feasible

JOB TITLE: MAINTENANCE & OPERATIONS SUPERVISOR

Page 2

Responsibilities Required – continued

- Participate in the interviewing and evaluation process of all personnel within Maintenance & Operations
- Assign personnel to tasks on a regular basis
- Report progress to the Superintendent
- Approve or ratify all purchases for Maintenance & Operations
- Approve all contracting out of maintenance work
- Maintain all required records
- Prepare cost estimates of materials, equipment and labor for all projects
- Schedule and coordinate various operations to keep buildings and grounds in a good state of repair
- Supervise large scale projects undertaken by district personnel and check work done by contracting firms
- Recommend training methods and work schedules for maintenance and custodial personnel
- Check and approve all time cards of personnel as necessary
- Maintain environmentally correct atmosphere in the buildings throughout the district
- Work closely with site and district administration and the community

PHYSICAL ABILITIES:

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to conduct verbal conversation, write, and read in English
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit, stand, stoop, kneel, bend, and walk
- Able to sit for sustained periods of time

JOB TITLE: MAINTENANCE & OPERATIONS SUPERVISOR

Page 3

PHYSICAL ABILITIES – continued

- Able to climb slopes, stairs, steps, ramps and ladders
- Able to lift up to 50 pounds
- Able to carry up to 50 pounds
- Able to operate office machines and equipment in a safe and effective manner

Education Required:

- High school graduate

License Required:

- Valid California Driver's License

EMPLOYMENT STATUS:

- Classified Management Position