

Humboldt County Office of Education

MAINTENANCE AND OPERATIONS SUPERVISOR Classified Management

Position Summary

Under the general direction of the Assistant Superintendent for Business Services, plans coordinates, participates in and supervises the operations of the maintenance, groundskeeping, and custodial services for the Humboldt County Office of Education.

Examples of Duties and Responsibilities

Trains, leads, assigns, and evaluates maintenance and operations staff; assists the Assistant Superintendent of Business Services in establishing facility priorities including deferred maintenance and in department budget planning, development, monitoring and reporting; serves as HCOE compliance officer with regard to ensuring the maintenance of various regulatory agency standards; conducts inservice of staff when necessary; establishes appropriate inventory levels as needed; assists in developing an overall long range maintenance plan for all HCOE facilities; prioritizes staff requests for services and schedules department employees as needed to respond efficiently; maintains HCOE equipment, facilities and vehicles assigned to department in fully operable condition including minor repairs as needed within areas of expertise and budgetary constraints; maintains all necessary records; participates in the selection and evaluation of custodial and maintenance staff; provides direct maintenance and operations services; performs other necessary related duties as assigned to ensure a clean, safe, and orderly working environment for staff, students, and the public; does related work as required or assigned.

Employment Standards

Graduation from high school or comparable demonstration of basic competence and a minimum of nine (9) years related experience required including experience and or specialized training in the general skills of plumbing, masonry, carpentry, electrical and mechanical repair. Must possess and maintain a valid California driver's license authorizing the operations of all vehicles within the department. Previous supervisory experience desirable and preference will be given to applicants who have obtained journey-level status in one or more building and maintenance trades.

Knowledge of:

- Governmental fire and building code regulations pertaining to school/office environment;
- Standard school cleaning problems, methods, materials, and equipment;
- Operation and maintenance of various heating/ventilation systems;
- Groundskeeping and general external building maintenance procedures;
- Basic budget development and cost estimating procedures;
- Principles and practices of effective supervision;
- Building construction techniques and materials use.

Ability to:

- Work effectively as a member of the leadership team in carrying out the mission of the county office;
- Establish and maintain effective relationships with staff, community, and students;
- Perform building/equipment repairs;

- Plan, organize, direct and motivate the work of others;
- Effectively evaluate the performance of all staff assigned and create a positive climate within the department;
- Work well with other department and divisional personnel to ensure a positive and productive work climate within the office overall;
- Give directions clearly and demonstrate organization and budget development skills;
- Work with computerized data retrieval;
- Perform and instruct others in matters relating to custodial/maintenance methods and procedures and to effectively supervise and evaluate their work;
- Maintain accurate records;
- Communicate effectively both in oral and written forms;
- Read and interpret laws and regulations pertinent to department functions;
- Represent the county office in technical discussions with architects, engineers and contractors;
- Read and correctly interpret OSHA and building codes;
- Skillfully use various hand and power tools and maintenance equipment.

Safety and Environmental Considerations for Position

- Be very agile and coordinated (ability to stand, sit, climb ladders, stoop, etc.) with a high degree of confidence and speed;
- Work with and around various gas, diesel, or electric powered equipment and machinery;
- Stand and walk for sustained periods of time
- Work with sharp tools;
- Work in temperatures with extremes of heat and cold, indoors and out-of-doors
- Lift and/or move heavy objects such as furniture, maintenance equipment, etc., often in excess of 50 lbs.
- Work with hazardous chemicals ordinarily associated with custodial, janitorial, and maintenance work;
- Possess experience or certification in energy auditing skills techniques.

Additional Requirements

Individuals who serve as the Maintenance and Operations Supervisor must perform their services in the office as well as various sites throughout the County, sometimes serving multiple sites in a single workday. Public speaking skills, group problem solving and leadership ability, the ability to communicate effectively in writing and the capacity to maintain personal demeanor during periods of peak work flow and perform efficiently within restricted timeframes are critical factors for success in this position.

Individuals who serve as certificated or classified management personnel must be willing to modify days/hours and to work additional days/hours on occasion with appropriate compensation and be willing to travel using own transportation with mileage reimbursed, or county office fleet vehicle, as the job may require.

CLASS: 2

GTE:gb 7/29/04