

**CAJON VALLEY UNION SCHOOL DISTRICT  
PERSONNEL COMMISSION**

**CLASS TITLE: MAINTENANCE SUPERVISOR**

**BASIC FUNCTION:**

Under direction of the Director-Facilities, Maintenance and Operations, plan, coordinate and supervise the day-to-day inspections and walk-throughs; train, supervise and evaluate the performance of assigned staff.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

Plan, coordinate and supervise the day-to-day operations including a variety of trade shops and multiple skilled-trades crews such as HVAC & R, welding, electromechanical, small engine, plumbing, electrical, carpenter, locksmith, painting, roofing, etc.

Train, supervise and evaluate the work of assigned staff; interview and select staff, as assigned.

Plan, prioritize and schedule maintenance activities based on work order requests; develop and prepare work schedules; prioritize and coordinate duties and assignments of trades crews; work with administrators (s)-2(t)ei56.3 Tm c9ies ag1 0 0 tr9cDines te252r9cDi (r)1(a)7(d)1w9s oDg 1 79.86dn1g9Ó

Assist in developing, preparing and/or reviewing plans, specifications and bids for maintenance activities, including routine and preventative maintenance projects, construction, repairs, alterations, renovations, etc.; coordinate and inspect the work of outside contractors working on designated projects.

Inspect work performed by staff to ensure quality standards and compliance with established standards; assure efficient and effective workflow and facilitate operations; adjust work schedules and priorities as necessary.

Develop and implement safety standards and procedures; instruct staff in safe work practices; assure compliance with applicable local, state, and federal rules, regulations and laws as well as



**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office and outdoor environment, including exposure to wet and/or humid conditions  
Driving a vehicle to conduct work.  
Afternoon and evening hours, as necessary.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information.  
Sitting and standing for extended periods of time.  
Walking over rough or uneven surfaces to conduct inspections.  
Seeing to read a variety of materials and observe work needs, progress and completion.  
Dexterity of hands and fingers to operate a computer and other equipment.  
Stooping, bending, kneeling, crawling and/or crouching to inspect work.  
Reaching overhead, above the shoulders and horizontally.  
Regularly lift and/or move up to 75 pounds and occasionally lift and/or move more than 100 pounds with assistance.  
Operate vehicle to conduct work.  
Climbing ladders to inspect work.  
Sufficient stamina to perform duties of a rigorous work schedule, which includes lifting, loading, and unloading.  
Pass a physical examination and drug screening certifying this ability.

**HAZARDS:**

Operating machinery and hand tools having moving parts.  
Regular exposure to working near moving mechanical parts, electrical power supply and high voltage, poor ventilation, fumes, chemicals, solvents, dust, dirt, odors, loud noise and vibrations.  
Climbing ladders and working at heights.

**CLEARANCES:**

Criminal Justice Fingerprint /Background  
Tuberculosis  
Pre-placement Physical and Drug Screen