

WICKENBURG UNIFIED SCHOOL DISTRICT  
JOB TITLE: FIELD SUPERVISOR OF MAINTENANCE & OPERATIONS

<b>Position Type: Exempt</b>	<b>Department: Operations</b>
<b>Salary Schedule: Classified Level VI</b>	<b>Reports to: Director of Operations</b>
<b>Salary Range: \$17.38 - \$21.94</b>	<b>Location: District Office</b>
<b>Term of Employment: 12 Month Calendar</b>	<b>Date: 3/11/15</b>
<b>Shift: Day</b>	<b>Approved by: Human Resources</b>

*We are creating excellent schools where there is a laser-like focus on the Essential Elements of instruction and moving each student to the next academic level.*

**POSITION SUMMARY:**

To ensure that all new educational facilities are planned and constructed in a manner consistent with the highest standards of efficiency, safety, economy and quality. To maintain the physical school plant in a condition of operating excellence so that full educational use of it may be made at all times.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**ESSENTIAL FUNCTIONS:**

- Implements schedules and procedures for the regular, on-going maintenance care of district facilities and grounds;
- Implements schedules of work for each building and, on a daily basis, see to it that all mechanical and electrical equipment is operating properly;
- Oversees implementation of an ongoing maintenance plan and preventative maintenance plan to minimize unexpected repairs;
- Maintains data necessary to maintain compliance with the School Facilities Board preventative maintenance schedules;
- Inspects and maintains fire alarm systems and fire extinguishers on a regularly scheduled basis;
- Examines school buildings and grounds on a regular basis for needed repairs and maintenance;
- Establishes and recommends priorities on repair projects;
- Estimates cost of repair projects in terms of labor, material and overhead;
- Maintains records on cost of work done, materials used and labor expended;
- Analyzes buildings and site to ascertain the validity of any proposed construction;
- Establishes and supervises summer maintenance and cleaning programs;
- Advises on hiring of contractors to perform certain maintenance or repair services;
- Selects the supplies and equipment needed and maintains an appropriate inventory of them;
- Assists in recruiting, recommending for hire, training and evaluation of maintenance personnel;
- Assists administration with athletic and activity events on an as needed basis;
- Supervises the planning of any new facilities, remodeling, site-work, landscaping, etc.;
- Complies with all rules, regulations and policies of the Governing Board.

**MARGINAL DUTIES:**

- Maintain such personnel and other records as are required;
- Assists in planning for new construction by participating in preconstruction planning conferences;
- Coordinates required inspections and related engineering programs with public agencies;
- Visits all construction projects at frequent intervals to assure that plans, specifications, codes and regulations are being observed and followed;
- Supervises a quality control program for materials used in new construction;
- Reviews and approves for payment bills submitted by building contractors, testing laboratories, consulting engineers and surveying firms;
- Investigates reports of faulty workmanship or materials in new construction and takes appropriate action under the terms of the guarantee;
- Investigates problems involving property adjoining school construction project sites;
- Investigates street utility improvements adjoining school property;
- Compiles and maintains necessary records such as warranty material and as-builts;
- Performs other duties as necessary and/or assigned by the Superintendent.

**SUPERVISORY RESPONSIBILITIES:**

- Supervises assigned employees in the Maintenance and Operations Department – maintenance/grounds and custodian crews;
- Supervises students to ensure safe and orderly environment;
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

**OTHER SKILLS/ABILITIES/KNOWLEDGE/ WORK STYLE:**

- **Must be knowledgeable and compliant with all district policies and state laws regarding a drug-free workplace;**  
*Every Child has Hope, Every Student is a Graduate, Every Graduate has a Dream*

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- **Must demonstrate flexibility, common sense, and good judgment;**
- Conscientiously fulfills responsibilities and follows directives by meeting deadlines;
- Develops positive working relationships with school staffs and district office staff;
- Ability to work effectively under time constraints;
- Must be detail-oriented and self-motivated, and able to work independently with minimal supervision;
- Must demonstrate an extremely high regard for confidential and sensitive information;
- Completes assigned tasks and projects in a competent and timely fashion;
- Must have an adequate knowledge of computer software;
- Responds promptly to questions and requests, seeking assistance when appropriate;
- Must maintain well-groomed appearance;
- Demonstrates a personal professional code of ethics;
- Must be able to comply with District's attendance standards as described in established guidelines.

### **CERTIFICATES, LICENSES AND REGISTRATION REQUIRED:**

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1968;
- Must maintain a current Fingerprint Clearance Card.

### **EDUCATION AND/OR EXPERIENCE:**

- Minimum of two years of successful experience in the maintenance of large buildings, preferably in a school district;
- Minimum of three years experience with educational or commercial construction preferred;
- Minimum of three years construction administration experience preferred.

### **COMMUNICATION SKILLS:**

- Communicates effectively with the immediate supervisor and other district personnel;
- Excellent oral and written skills.

### **MATHEMATICAL SKILLS:**

- Demonstrates the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume;
- Ability to compute rate, ratio, discounts and percent and to create and interpret bar graphs.

### **REASONING ABILITY:**

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists;
- Able to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule format.

### **PHYSICAL DEMANDS:**

- Regularly required to sit, stand and reach with hands and arms, talk or hear and taste or smell;
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls;
- Must be able to walk, and climb or balance, stoop, kneel or crouch;
- May regularly lift and /or move up to 50 pounds;
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### **ENVIRONMENTAL CONDITIONS:**

- The noise level in the work environment is usually moderate but can reach higher levels depending on the job, equipment and environment;
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job;
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EVALUATION:** Annual evaluation by Director of Operations in accordance with Board Policy.

**COMMENTS:** Employee is salaried for regular work week, Monday through Friday. Employee will submit timesheets for any weekend work to be paid at the overtime rate of 1 ½ times normal hourly rate. Overtime must be preapproved by both the Director of Operations and Executive Director of Business Services.

*This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor. This is a temporary management guide tool, subject to change.*

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