

STOCKTON UNIFIED SCHOOL DISTRICT
BUILDING DIVISION MANAGER

DEFINITION

Plan, organize, direct and review the work of maintenance staff in carpentry, roofing, painting, glazing and welding/fabrication, grounds, custodial and locksmiths; assist the Director of Facilities and Planning in the overall planning for these maintenance functions; and perform related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receive general direction from the Director of Facilities and Planning, and exercise direction over crew supervisors and lead worker.

REPRESENTATIVE DUTIES– *(Incumbents may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principle job elements.)*

Assess needs for repair, maintenance and installation of District buildings.

Plan and administer carpentry, painting, glazing, welding, fabrication, grounds, custodial and other building maintenance functions.

Establish and maintain standards of quality for building maintenance services. **E**

Develop work schedules and establish priorities of major projects. **E**

Study work schedules/orders and estimate time requirements and costs for completion of job assignment. **E**

Determine which services should be contracted out.

Confer with other Division staff, school officials and others on projects and building maintenance problems. **E**

Make frequent inspections of building maintenance work at all schools and district offices.

Inspect District buildings for quality and adherence to safety standards; prepare and maintain inspection reports. **E**

Keep records of District building maintenance equipment; replace obsolete parts when needed; and make recommendations for purchasing of mechanical equipment and tools.

Conduct ongoing studies to determine methods of improving the efficiency of the Building Maintenance Program. **E**

Oversee the development plans for the improvement of District buildings.

Manage and coordinate the activities of crew supervisors and lead workers. **E**

Assess staffing needs, material costs, and workload distribution and performance effectiveness; allocate materials and staff to projects and/or sites. **E**

Participate in the selection of building maintenance personnel in accordance with classified personnel procedures.

In conjunction with the Human Resources Department, provide training to building maintenance personnel.

Research and prepare reports.

Develop and maintain a current procedures handbook.

Assist in monitoring budget expenditures. *E*

Supervise, evaluate and direct personnel; prepare vacation and summer work scheduled; assign and approve overtime. *E*

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Working methods and procedures used in the repair and maintenance of school buildings
- Tools and equipment used in building maintenance services
- Safety rules and regulations applicable to building maintenance
- Trade functions with specialization in painting, carpentry, welding, glazing and related fields
- Methods and materials used in the maintenance of District buildings
- Rules and regulations governing building maintenance construction
- Principles and techniques of effective supervision
- Basic principles of budgeting and fiscal management

Ability to:

- Plan, direct and supervise a trades maintenance program
- Plan, layout, estimate, and supervise a variety of building maintenance trades; establish effective and efficient work standards and levels of service
- Communicate effectively, orally and in writing
- Develop budgets and prepare estimates of materials and labor costs
- Read blue prints
- Plan, organize and direct the work of painting, carpentry, welding, glazing, and other trades; assign and control the work flow
- Evaluate the work of employees
- Establish and maintain effective working relationships with others
- Physical capability sufficient to perform job tasks

Education and Experience:

Any combination of education, training and experience equivalent to:

- Graduation from the twelfth (12) grade and/or experience equivalent to an AA degree
- Six (6) years of experience in painting, carpentry, welding, glazing and/or related fields and three (3) years of which must have been in a supervisory capacity

License or Certificate:

- Possession of valid California driver's license
- Valid First Aid and CPR certificates must be obtained within six (6) months from the date of hire

WORKING CONDITIONS:

ENVIRONMENT:

Employees in this position will be required to work indoors and outdoors in office, classroom and school environments.

PHYSICAL DEMANDS:

Employees in this position must have/be able to:

- Dexterity of hands and fingers to operate a computer keyboard
- Sit for extended periods of time
- See to view a computer monitor and read a variety of materials
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others
- Speak so that others may understand at normal levels and on the telephone
- Lift and/or carry up to 25 lbs at waist height for short distances

- Reach overhead, above the shoulders and horizontally, grasp, push/pull
- Bend, twist and stoop at the waist
- Perform CPR maneuvers for an extended period of time

HAZARDS:

- Employees may come in contact with dissatisfied or abusive individuals
- Exposure to blood-borne pathogens and bodily fluids

SALARY PLACEMENT

Range 24

Management Team

12-month work year

Job Description revised: 11/10/09

Board Personnel Sub Committee approval: 01/10/2010

Board of Education approval: 02/10/2010