

STOCKTON UNIFIED SCHOOL DISTRICT

MANAGER, MECHANICAL DIVISION

DEFINITION

Plan, organize, manage and review operations and activities in electrical, audio/visual, low voltage, alarm systems, energy conservation, plumbing, heating, air conditioning and refrigeration; serve as a technical resource and 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 other staff assigned.

ESSENTIAL FUNCTIONS – Duties may include, but are not limited to, the following:

Assess needs for repair, maintenance and installation of District building mechanical and electrical equipment in assigned areas.

Plan and administer the electrical, audio/visual, low voltage and alarm systems maintenance function; and energy conservation.

Plan and administer the plumbing, refrigeration, heating, air conditioning and ventilation maintenance functions.

Establish and maintain standards of quality for assigned maintenance areas.

Develop work schedules and establish priorities for major projects.

Study work schedules, work orders and estimate time requirements and cost for completion of job assignments.

Determine which services should be contracted out.

Confer with building maintenance section and school officials on projects and mechanical maintenance problems.

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

Inspect District buildings for the condition of mechanical systems and adherence to safety standards; prepare and maintain inspection reports.

Keep records of District mechanical 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 Mechanical Maintenance Program.

Develop plans for the improvement of District mechanical equipment.

Manage and coordinated the activities of crew supervisors.

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

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

In conjunction with the Human Resources Department, provide training to personnel in assigned sections.

Research and prepare department reports.

Develop and maintain a current department procedure handbook.

Develop and monitor the section budget.

Supervise, evaluate and direct personnel; prepare vacation and summer work schedules; assign and approve overtime.

Maintain regular and prompt attendance in the workplace.

OTHER DUTIES:

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Working methods and procedures used in the repair, maintenance and installation of mechanical and electrical equipment
- Tools and equipment used in mechanical, electrical and plumbing maintenance services
- Safety rules and regulations applicable to mechanical and electrical maintenance
- Trade functions with specialization's in electrical, mechanical, plumbing and related fields
- Methods and materials used in the maintenance of refrigeration, heating ventilation and electronics
- Rules and regulations governing the electrical, mechanical and plumbing trade
- Principles and techniques of effective supervision

Ability to:

- Plan, direct and supervise a trades maintenance program
- Plan, lay out, estimate and supervise a wide variety of electrical, plumbing and related work
- 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 blueprints
- Plan, organize and direct the work of the electrical, heating air conditioning and plumbing trades
- Assign and control workflow
- Evaluate the work of employees
- Establish and maintain effective working relationships with others

Education and Experience:

Any combination of education, training and experience equivalent to:

- Graduation from the twelfth (12) grade
- Six (6) years of electrical/plumbing experience and three (3) years of which must have been in a supervisory capacity

License or Certificate:

- Possession of a 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:

- Indoor and outdoor work environment.
- Regular exposure to fumes, dust and odors.
- As required must wear protective devices such as earplugs, dust mask, coveralls, gloves, safety boots and safety glasses.
- Travel from site to site.

Physical Demands:

Employee in this position must have/be able to:

- Lift and/or carry up to 40 lbs at waist height for up to 100 yards.
- Occasionally lift and/or carry up to 60 lbs at waist height for up to 100 yards.
- Enter data into a computer terminal/typewriter and operate standard office equipment.
- Sit for extended periods of time.

- See and read a computer screen and printed matter with or without vision aids.
- Hear and understand speech at normal levels and on the telephone, with or without hearing aids.
- Bend at the waist.
- Reach overhead, above the shoulders and horizontally; grasp, push/pull.

Hazards:

Exposure to cleaning agents, chemicals and fuels

Working on ladders

Vibration from equipment

Exposure to moving parts and hot engine parts

Salary Placement:

Range 24

Management Team

12-month work year

Job description revised: 11/10/09

Board Personnel Sub Committee approval: 02/10/2010

Board of Education approval: 02/23/2010