



DEER VALLEY

Unified School District

JOB DESCRIPTION

JOB TITLE: **Maintenance IX – Crafts Supervisor**

Position Type: Classified	Department: Facilities
Salary Schedule: Classified	Reports to: Operations Coordinator
Salary Range: 38	
Term of Employment: 12 months	Revised Date: June 3, 2019
Shift: Day	Approved by: Human Resources

POSITION SUMMARY:

Assists the Facilities Operations Coordinator in supervising the district maintenance program, supervising the craft crews in maintaining its effectiveness and compliance with regulations. Takes direction on maintenance issues from the Facilities Operations Coordinator and/or Facilities Director.

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:

- Evaluates mechanical operations and repair.
- Maintains and upkeeps of all district owned buildings.
- Staff Supervision with emphasis to keep the facilities safe, attractive and in good repair.
- Cost containment through the use of maintenance materials, equipment, and personnel.
- Supervises small associated construction projects to completion.
- Evaluates operation and repair/cost analysis of new vs. repair.
- Formulates methods and procedures for maintenance crews, devising work schedules and making routine checks to verify work progress.
- Works with various inspectors - State, City and County.
- Aids the Facilities Operations Coordinator in assigning work orders to district maintenance crew personnel for operations in the various trades.
- Reads, visualizes and interprets construction specifications and plans.

- Periodically inspects all District facilities, making recommendations to the Facilities Operations Coordinator as to needed repairs and/or improvements in overall maintenance appearance.
- Coordinates and inspects outside contractors as assigned by the Facilities Operations Coordinator and/or Facilities Director.
- Implements, directs and monitors daily work order requests for District crafts/maintenance crews.
- Fills out requisitions in preparation for typing based on general guidelines and past orders in order to acquire materials and supplies needed in the work unit.
- Supervises workers to keep the facilities safe, attractive and in good repair.
- Maintains existing documentation and devises and implements new record keeping methods.
- Inspects work areas in order to perceive problems or other factors affecting program or work schedule; inspects the entire campus on a routine basis for hazards.
- Determines materials and supplies required to fill routine needs of the work unit by examination of need and availability of materials, comparison of alternatives, and calculation of cost and supply priorities.

MARGINAL DUTIES:

- Plans for better use of material in a work unit; examines materials, confers with superiors and staff, analyzes, evaluates, makes determinations.
- Attends staff meetings of work unit; gives and receives information helpful in work unit operation.
- Other job related duties as assigned by the supervisor.
- Assist other personnel as may be required for the purpose of supporting them in the completion of their work activities.

SUPERVISORY RESPONSIBILITIES:

- Directly supervises 20+ employees in the district crafts/maintenance department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Reviews work products or achievements of subordinate workers; evaluates work and formulates plans for improvement.
- Devises a schedule of work for subordinates on a daily or weekly basis within a work unit.
- Resolves problems and questions presented by subordinate workers regarding work methods and processes.
- Inspects completed work of subordinate.

SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Ability and desire to provide outstanding customer service.
- Ability to work effectively under time constraints.
- Able to work a flexible schedule, which may include weekend work.
- Must be able to comply with District's attendance standards as described in established guidelines.
- Must maintain a well-groomed appearance.

- Must be a team player and get along well with others.
- Must be highly organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Handwriting must be legible.
- Must have excellent communication skills.
- Must have excellent memory and ability to function well under stress.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Ability to read and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to write routine reports and correspondence.
- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, discounts and percent and to draw and interpret bar graphs.
- Ability to solve practical problems and deal with a variety of concrete variables in standardized situations.
- Ability to effectively present information in one-on-one and small group situations.
- Interpersonal relation skills required.
- Must have basic knowledge of computers.
- Ability to operate specific equipment or tools.
- Knowledge of the principles and practices of service contract administration, purchasing methods and procedures; accounting principles and practices and cost analysis.
- High degree of experience in and knowledge of building trades, construction techniques and general facility maintenance.
- Knowledge of and experience in all phases of maintenance/custodial/grounds procedures relative to industrial methods.

CERTIFICATES, LICENSES AND REGISTRATONS REQUIRED:

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.
- Valid Arizona Driver's License.
- Must not have accrued six (6) points against driver's license within the past three (3) years.

EDUCATION AND/OR EXPERIENCE:

- High School diploma or general education degree (GED).
- Equivalent combination of education and experience.
- Minimum of three years supervisory experience; knowledge of and experience in all phases of maintenance/custodial/grounds procedures relative to industrial methods.

PHYSICAL DEMANDS:

- Regularly required to stand, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, and talk or hear.
- Must frequently climb or balance, stoop, kneel, crouch or crawl, and taste or smell.
- Must occasionally lift and/or move more than 100 lbs.
- 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 loud.
- The employee frequently works near moving mechanical parts.
- The employee occasionally works in high, precarious places and in outside weather conditions.
- The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration.

COMMENTS:

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.