Job Description: Facilities & Maintenance Supervisor   Classification: Supervisor

Work Year:	222 Days	**Salary:**	LUSG Salary Schedule
Department:	Facilities and Planning Department	**Reports To:**	Director III, Maintenance and Operations
		Supervises:	Classified Staff

PRIMARY FUNCTION: This position is directly responsible to the Maintenance and Operations Director for matters related to the planning, acquisition, construction, maintenance, and operations of district facilities. The position serves as an advisor to the Maintenance and Operations Director and the Executive Director of Operations on short and long-range district housing needs and matters related to this responsibility.

SUPERVISION RECEIVED AND EXERCISED: Under the immediate direction of the Maintenance and Operations Director and supervises classified staff as assigned.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:
Duties and responsibilities may include, but are not limited to, the following:

- Provides supervision, systems development and monitoring of the District's facilities planning, construction and renovation programs. E
- Develops, evaluates, and makes recommendations to the Maintenance & Operations Director and Executive Director of Operations regarding administrative policy governing the Facility Planning Department. E
- Provides supervision of the Facility Planning Department. E
- Provides supervision for the implementation of general and specific District facility master plans, including, but not limited to cost estimations, and process and project scheduling. E
- Coordination of the development and use of educational program specifications for District facility projects. E
- Develops and maintains a cooperative working relationship with appropriate agencies at the federal, state, and local levels. E
- Supervision of all District construction and related activities, development of plans and specifications, procurement, construction, testing, and inspection. E
- Assists in the preparation of local, state and federal applications and documents pertaining to facility funding and construction programs. E

- Supervises District activities related to the National Environmental Protection Act, the California Environmental Quality Act, and other federal, state, county, or local acts related to the development and use of District facilities. E
- Maintains plans, records, and other documents related to District properties, facilities, and related planning and project activities. E
- Assistance in the development and use of enrollment projections, attendance area boundary modifications, and short-term or interim student and employee housing programs.
- Supervises District activities related to Facilities Use requests, working with site administrators and the public. E
- Performs related duties as assigned. E

KNOWLEDGE AND ABILITIES:
Knowledge of:

    School construction and project management processes.
    School planning, and operation processes.
    Local, state and federal legislation and regulations affecting school facilities.

Ability to:

    Provide supervision for planning, constructing, and maintaining District facilities.
    Interpret regulations, documents, and directives related to school facility construction and implementation and explain them to staff.
    Prepare and present clear reports on facility matters.

EDUCATION AND EXPERIENCE: Any combination equivalent to a bachelor's degree in construction management or related field or five years increasingly responsible experience in the facility design, planning, construction, or maintenance and operations, preferably in a public K-12 school district, public agency, or public sector contractor. Completion of the CASH School Facilities Leadership Academy preferred.

WORKING CONDITIONS:
    Environment:
        Office and outdoor environment

    Physical Demands:
        Hear and speak to communicate effectively in person and on the telephone
        See to read, prepare documents and reports, and view a computer monitor
        Dexterity of hands and fingers to demonstrate activities, prepare materials, and operate a computer keyboard
        Sit or stand for extended periods of time Lift objects up to 25 pounds