



## PERSONNEL COMMISSION

**Class Code: 0567**  
**Salary Range: 42 (M2)**

### MAINTENANCE MANAGER

#### JOB SUMMARY

Under administrative direction, plan, organize and manage the activities of one or more of the Maintenance Branch shops and trades including special projects and programs; prioritize, schedule, assign and inspect daily work projects; train and evaluate the performance of assigned staff; perform related duties as assigned.

#### EXAMPLES OF DUTIES

*The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.*

- Plan, organize and manage the activities of one or more of the Maintenance Branch shops and trades including special projects and programs; drive a District vehicle to visit sites to inspect work; assure compliance with applicable local, federal, State and District codes, laws, rules and regulations. **E**
- Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; advise subordinate supervisors regarding supervisory practices and serve as a reviewer of performance evaluations. **E**
- Develop work schedules; review maintenance reports and work orders to determine materials, labor and time requirements; prioritize and coordinate assignments to assure effective work flow and facility operations. **E**
- Communicate with site and District personnel and a variety of outside agencies to exchange information, schedule and coordinate activities and resolve issues and concerns; identify effective solutions to maintenance issues and assure smooth and timely delivery of scheduled services. **E**
- Maintain a variety of records and prepare reports related to maintenance projects, site inspections, Master Safety Data Sheets, hazardous material handling, asbestos abatement, personnel, vendors, inventory, work orders and material and labor costs. **E**
- Prepare cost estimates and requisitions and monitor ongoing job expenses; develop Request for Proposals and evaluate vendor bids for goods and services; administer assigned contracts. **E**
- Coordinate and schedule contractor work; inspect and evaluate work progress to assure compliance with approved plans and timely completion of contracted services. **E**

- Develop assigned shop budgets for inclusion in departmental budget; monitor project expenditures and recommend modifications to cover expenses; propose and implement cost reduction measures; prepare planned survey reports and cost out surveys. **E**
- Establish labor performance standards; set goals and objectives to improve overall shop performance and efficiency; implement maintenance management and customer service principles; track staff productivity and workload trends. **E**
- Participate in the development of plans for proposed alterations and new construction; attend pre-bid walks or pre-construction meetings with contractors to explain and clarify construction features and contract requirements. **E**
- Assure compliance with required safety regulations; coordinate and provide safety training programs for assigned staff; communicate with employees regarding safety infractions and report infractions to appropriate personnel as required. **E**
- Develop preventive maintenance programs; conduct periodic inspections of schools and facilities for needed repairs and safety hazards; report findings to appropriate administrators. **E**
- Attend and participate in meetings, conferences and workshops to maintain current knowledge of industry trends and laws, codes, rules and regulations related to assigned activities. **E**
- Operate a computer and assigned software. **E**
- Respond to emergency calls as necessary.

*Note: At the end of some of the duty statements there is an italicized **E** which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

### **DISTINGUISHING CHARACTERISTICS**

A Maintenance Manager plans, organizes and manages the activities of one or more of the Maintenance Branch shops and trades involved in the delivery of services to maintain and construct District facilities. Incumbents may be assigned a variety of special projects or oversight responsibility for Maintenance programs such as environmental health and safety.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Principles and practices of building construction, maintenance trades and project and facilities management.

Project design and implementation methods.

Applicable laws, codes, rules and regulations.

Requirements of maintaining buildings and facilities in good repair.

Principles and practices of supervision and training.

General budget development and control techniques.

Job cost estimating and control procedures.

Inspection and testing methods related to hazardous materials handling.

Record-keeping and report preparation techniques.  
Oral and written communication skills.  
Interpersonal skills using tact, patience and courtesy.  
Operation of a computer and assigned software.

**Ability to:**

Plan, organize and manage the activities of one or more of the Maintenance Branch shops and trades including special projects and programs.  
Prioritize, schedule, assign and inspect daily work projects.  
Train and evaluate the performance of assigned staff.  
Prepare and interpret blueprints, plans and specifications.  
Recognize and correct safety hazards.  
Estimate costs of materials and labor.  
Establish and maintain effective controls over financial, material and labor resources.  
Inspect sites, buildings and equipment to determine maintenance repair and safety needs.  
Prepare and maintain records and reports.  
Meet schedules and timelines.  
Work independently with little direction.  
Observe legal and defensive driving practices.  
Communicate effectively orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.

**Education and Training:**

Associate's degree including course work in business administration, engineering, construction management or a related field. Completion of an approved apprenticeship program in one or more of the maintenance trades is desirable.

**Experience:**

Three years of supervisory experience in the delivery of services involving the maintenance, repair and construction of facilities and building equipment systems in a large organization. Direct experience in one or more of the maintenance trades is desirable.

Any other combination of training and/or experience, which could likely provide the required knowledge and abilities, may be considered.

**SPECIAL REQUIREMENTS**

Valid California Class C driver's license.

An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the district's safe driving record standards. Failure

to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing.

Incumbents are subject to pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials, including, but not limited to, asbestos and lead. Incumbents in this class are required to wear protective clothing, gear, and equipment as required by law and provided by the District.

**WORKING ENVIRONMENT**

Indoor and outdoor environment.  
Driving a District vehicle to conduct work.  
Exposure to dust, fumes and odors.

**PHYSICAL DEMANDS**

Hearing and speaking to exchange information.  
Dexterity of hands and fingers to operate a computer keyboard.  
Seeing to perform inspections and read a variety of materials.  
Reaching overhead, above the shoulders and horizontally.  
Bending at the waist, kneeling, crawling or crouching.  
Sitting or standing for extended periods of time.  
Climbing ladders to inspect work.

*AMERICANS WITH DISABILITIES ACT*

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

**APPOINTMENT**

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

Revised: 1/8/1987  
Revised: 2/8/2000  
Revised: 3/25/2004  
Revised: 2/9/2006  
Revised: 4/23/2020