

MAINTENANCE MECHANIC SUPERVISOR

DEFINITION

Under general supervision, leads, directs, and participates fully in the work of District facilities maintenance; performs skilled tradework; and performs related work as required.

LICENSE REQUIRED

Possession of a valid and appropriate California driver's license.

Possession of a valid and appropriate backflow license which must be obtained within six (6) months of initial appointment.

CLASS CHARACTERISTICS

The incumbent of this class is responsible for providing a working lead role over subordinates in the assigned trades area; must be skilled and able to train and direct the work of skilled, semi-skilled, and unskilled workers.

EXAMPLES OF DUTIES

Plans, lays out, assigns, supervises, and participates in the work of a crew of unskilled, semi-skilled, and skilled maintenance personnel. *E*

Issues tools and equipment. *E*

Logs work orders. *E*

Designs, constructs, repairs, and installs plumbing installations. *E*

Installs fencing. *E*

Installs, designs, and constructs athletic equipment. *E*

Pulls and connects existing electrical wires for reconstruction and remodeling. *E*

Operates ditch digger, tractor, and forklift. *E*

Lays and finishes concrete. *E*

Performs backflow testing. *E*

Performs gas, arc, and heliarc welding. *E*

Services heating, air conditioning, and ventilating units. *E*

Performs skilled or semi-skilled work in various building trades. *E*

EXAMPLES OF DUTIES (cont.)

Conducts job walks to determine costs for roofing, plumbing, heating, water, and mechanical lines repairs. *E*

Prepares specifications; contacts vendors, secures quotations for estimates and bids. *E*

Estimates amounts of material and labor required. *E*

Requisitions supplies and parts. *E*

Directs the work of assigned helpers. *E*

Operates district vehicles. *E*

Assigns work orders to private contractors as assigned. *E*

Performs related work as required.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Building trades, labor, and material costs;
2. Backflow testing;
3. Roofing, plumbing, heating, and water maintenance;
4. Simple record keeping;
5. Shop math applicable to building trades;
6. Proper methods, materials, tools, and equipment used in the trades;
7. General principles of supervision and training; and
8. Appropriate safety precautions and procedures.

Ability to:

1. Read blueprints and diagrams;
2. Performs shop mathematics;
3. Plan and lay out work, including estimating labor and materials costs;
4. Perform skilled level work in the building trades;
5. Use hand and power tools skillfully and safely;
6. Train others to perform unskilled, semi-skilled, and skilled building trades work;
7. Operate a tractor, ditch digger, and forklift;
8. Lay and finish concrete;
9. Repair electrical outlets;
10. Maintain simple records;
11. Supervise the work of others.
12. Operate a vehicle observing legal and defensive driving practices;
13. Understand and carry out oral and written instructions;

Ability to: (cont.)

14. Establish and maintain effective relationships with those contacted in the course of work; and
15. Perform complex or varied tasks.

EDUCATION

Individuals possessing the knowledge, skills, and abilities listed above are considered to possess the necessary education.

EXPERIENCE

Recent responsible work at a journey level in the building trades. Supervisory experience is preferred.

WORKING CONDITIONS

Environment:

Indoor and outdoor work environment; subject to noise from equipment operation; regular exposure to fumes, dust, dirt, and oil/grease; subject to driving a vehicle to conduct work.

Physical Abilities:

Dexterity of hands and fingers to operate a variety of specialized equipment and tools; seeing to observe needed and completed repairs; climbing ladders and working from heights; reaching overhead and horizontally; standing for extended periods of time; walking over rough or uneven surfaces; lifting heavy objects weighing up to 100 pounds; bending at the waist; kneeling or crouching.

Hazards:

Vapors from paints and solvents; working in a cramped or restrictive work chamber; working with power saws and flying debris; working at heights on ladders or scaffolding; working with electrical power supply.

Revised: 7/81
7/89