

# **CONEJO RECREATION & PARK DISTRICT**

## **Job Title: Maintenance Supervisor**

**Division: Parks and Planning**

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### **Summary:**

Under general supervision, plan, organize, and direct the Building Maintenance unit; develop and implement maintenance programs that ensure facilities are maintained in accordance with District policies, standards, and procedures; through subordinate supervisors, provide administrative and technical direction to staff responsible for maintenance of facilities.

### **Essential Duties and Responsibilities:**

- Schedules, assigns, directs, and supervises the work of building and facility maintenance, alteration, construction, and custodial personnel.
- Ensures that buildings and structures are maintained, and that construction projects are completed effectively and safely.
- Develops estimates for projects and determines personnel, equipment, and materials required.
- Supervises the care and maintenance of areas including, but not limited to buildings, structures, parking lots, hard surfaces, and play areas.
- Develops, maintains, utilizes and trains others on the use of a computerized maintenance management system by inputting maintenance, safety and work order data and preparing appropriate reports and records.
- Assists in the preparation and administration of the budget for facility maintenance, equipment, and custodial services.
- Prepares and submits reports on activities and inspections, including EPA and OSHA records.
- Oversees the ordering, receipt, and storage of supplies, materials, and equipment; and the disposition of toxic materials.
- Interacts with vendors and sales personnel for purchases and to open new accounts.
- Supervises, trains, and evaluates subordinates.

### **Other Duties and Responsibilities:**

- Requisitions materials, tools, supplies, and equipment.
- Maintains an inventory and control system for supplies, materials, equipment, and uniforms.
- Travels to various locations to supervise and inspect work.
- Performs other related duties as assigned.

### **Qualifications:**

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. \*

#### **Education/Experience:**

Associate's Degree preferred or equivalent, four (4) years of increasingly responsible experience in building construction, maintenance, and repair including at least two (2) years of supervisory experience; familiarity with EPA regulations, OSHA, and CAL OSHA; or an equivalent combination of education and experience.

**Language Ability:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, government regulations, and procedure manuals. Ability to write routine reports and correspondence. Ability to communicate effectively orally and in writing.

**Math Ability:**

Ability to calculate figures and amounts such as percentages, area, circumferences, and volume. Ability to develop and administer budgets and project costs.

**Reasoning Ability:**

Ability to solve practical problems and deal with a variety of concrete variables in situations when only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Certificates and Licenses:**

California Driver's License; possession of, or ability to obtain, certification as a limited peace officer in the State of California (P.C. 832), and certified playground safety inspector.

**Supervisory Responsibilities:**

Supervises one or more subordinate supervisors and approximately eight employees in the Building Maintenance unit. Carries out supervisory responsibility in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints, and resolving problems.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.\*

While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles; toxic or caustic chemicals, and outdoor weather conditions. The noise level in the environment is moderate.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. \*

While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle, or feel. The employee is frequently required to stand, reach with hands and arms, and talk or hear. The employee is occasionally required to walk over uneven terrain and stoop, kneel, crouch, or crawl. The employee is occasionally required to lift up to 100 pounds. There are no special vision requirements.

\*Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Maint. Supv.  
JD2021 Reviewed 7/06

*Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned them by their supervisors or by law.*