

TORRANCE UNIFIED SCHOOL DISTRICT

CLASS TITLE: SUPERVISOR-CARPENTRY MAINTENANCE

BASIC FUNCTION:

Under the direction of the Manager-Facilities/Operations, plan, organize, schedule, assign and review maintenance work; perform a variety of responsible duties related to the supervision of maintenance operations and activities related to carpentry, locksmith, glazier and painting; train, supervise and evaluate the work of assigned employees.

REPRESENTATIVE DUTIES:

Plan, organize, coordinate and oversee day-to-day maintenance activities to assure the proper and efficient maintenance and repair of District buildings and facilities. **E**

Develop and prepare work schedules; review maintenance reports and work orders; prioritize and coordinate duties and assignments to assure effective workflow and facilitate operations; coordinate responses to emergency calls. **E**

Prepare and maintain records, files, logs and reports related to personnel, inventory, supplies, work requests, work performed and safety issues as assigned. **E**

Conduct inspections of buildings and facilities to determine maintenance and repair needs and quality of work performed; recommend the removal of fire, safety or health hazards including asbestos-related issues; instruct staff in safe work practices. **E**

Train, supervise and evaluate the performance of assigned maintenance and skilled trades staff; assign and review work and participate in the selection of new personnel as assigned. **E**

Determine safety and fire hazards and recommend corrective action; assure proper safety and health precautions are followed. **E**

Communicate with vendors, contractors and State and County inspectors regarding maintenance operations and activities, materials, specifications, scheduling and District policies and procedures. **E**

Coordinate the District Hazardous Materials disposal and asbestos inspection; prepare and maintain related reports; contact HazMat disposal and asbestos abatement contractors; prepare and sign manifests; assist with asbestos inspection as assigned. **E**

Participate in the establishment and implementation of a systematic preventive maintenance program; investigate vandalism as necessary. **E**

Assist in determining needed equipment, materials and supplies for the District maintenance operations; requisition a wide variety of supplies, maintenance tools and equipment. **E**

Calculate and document VOC Emission usage for SCAQMD. **E**

Coordinate and monitor modernization projects related to specifications, recommendations, safety, and repair and/or replacement products as needed. **E**

Maintain records and invoices for hazardous waste removal. **E**

Serve as designated team leader for the TUSD Disaster Preparedness Plan. **E**

Process and schedule the disposal of school-generated medical waste; respond to mercury spills and perform in-house clean-up. **E**

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, materials, and equipment used in the various building maintenance trades such as carpentry, painting, heating and ventilating, installations as assigned.
Building construction practices and laws governing the construction and repair of public buildings.
Methods and procedures related to Hazardous Materials disposal and asbestos abatement.
Appropriate safety precautions and procedures.
Health and safety regulations.
Applicable State, County and City laws, codes and regulations related to building and grounds maintenance operations.
District organization, operations, policies and objectives.
Oral and written communication skills.
Record-keeping techniques.

ABILITY TO:

Perform a variety of responsible duties related to the supervision of maintenance operations and activities.
Plan, organize, schedule, assign and review maintenance work.
Train, supervise and evaluate personnel.
Prioritize and schedule work.
Coordinate Hazardous Materials disposal and asbestos abatement activities.
Read, interpret and work from construction drawings and blueprints.
Estimate materials and labor costs.
Plan, lay out, direct and control a maintenance work program involving diversified activities.
Work independently with little direction.
Communicate effectively both orally and in writing.
Maintain records and prepare reports.
Establish and maintain cooperative and effective working relationships with others.
Observe legal and defensive driving practices.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: two years college-level course work in business or a related field and four years increasingly responsible skilled maintenance experience related to assigned area of responsibility.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license. Employees in this classification must maintain insurability at the District's standard rate during the term of employment.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment; subject to noise from working in a production area, and driving a vehicle to conduct work.

PHYSICAL ABILITIES:

Sitting or standing for extended periods of time, walking over rough or uneven surfaces to monitor projects, hearing and speaking to exchange information and make presentations, seeing to observe needed repairs and completed repairs, bending, pushing, lifting, and moving heavy objects.