

TORRANCE UNIFIED SCHOOL DISTRICT

CLASS TITLE: SUPERVISOR-PLANNING/FACILITIES

BASIC FUNCTION:

Under the direction of the Manager-Planning/Facilities, coordinate, participate, evaluate and estimate time and material requirements for routine and special maintenance assignments and projects; prepare contract specifications and requests for quotations; schedule maintenance work in accordance with labor and material availability and health and safety requirements; monitor the performance of contractors to assure compliance with contract and time lines; perform various oversight functions concerning large facility construction and renovations; train, supervise and evaluate assigned staff.

REPRESENTATIVE DUTIES:

Plan, coordinate, evaluate and estimate time and material requirements for routine and special maintenance assignments and projects for school facilities, grounds and physical plant; plan specific projects to meet the needs of the District plan. **E**

Prepare estimates to assist in developing construction budgets. **E**

Prepare detailed plans and material lists from routine maintenance work orders and inspection reports; order appropriate supplies and materials. **E**

Estimate cost of maintenance and construction projects; determine if work can be accomplished in-house or if a contractor is required. **E**

Supervise and evaluate the performance of assigned staff; train staff, review work and direct staff on project assignments. **E**

Prepare specifications for outside contracts; request quotations; lead job walks; inspect work of outside contractors working for District to assure compliance with contract specifications, time-lines and applicable codes, laws and regulations. **E**

Attend and conduct conferences, pre-bid walks or pre-construction meetings with contractors to provide clarification of construction features, contract requirements and document submittal policies. **E**

Identify, schedule and oversee the removal of hazardous materials including asbestos and lead" added to the representative duties of his job description. **E**

Schedule maintenance work in accordance with labor and material availability and job priorities; assure compliance with established health and safety regulations. **E**

Confer with administrators regarding work requests, priorities and maintenance needs at various District facilities; coordinate projects to cause minimal disruption to school and District activities. **E**

Monitor and follow up on request for information, change order requests, submittals, shop drawings, time extension requests and contractor progress schedules and claims; analyze contractor claims, requests and schedules and provide recommendations; direct consultant involved in facilitating completion of projects in a cost effective and timely manner. **E**

Conduct periodic building inspection to assure compliance with structural, roofing, painting, plumbing, heating and electrical requirements; make recommendations concerning needed repairs and appropriate priorities and follow up as needed. **E**

Operate a computer and assigned software systems; operate other office and drafting equipment and tools. **E**

Communicate with building and landscape architects and contractors regarding products, trade policies, methods of replacement or renovation, and project specifications and coordination. **E**

Recommend construction materials or acceptable substitutes for construction materials not on hand or readily available; assure materials used comply with applicable codes. **E**

Train, supervise and evaluate assigned staff. **E**

Obtain from the office of the State Architect information on building code matters. **E**

Interview manufacturers' representatives regarding products, trade policies, methods of replacement or renovation. **E**

Maintain records relating to building projects such as architectural drawings, specifications, construction cost breakdowns, bids, material and equipment specifications and job history files. **E**

Prepare construction reports as needed. **E**

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Regulations pertaining to toxic chemicals and hazardous waste.

Principles and practices of training and supervision.

Principles and practices of job planning, estimating and scheduling.

Procedures and equipment used in the maintenance of facilities including heating and ventilation, structural, plumbing and electrical systems.

Methods of drawing and reading blueprints and writing specifications.

Applicable building codes, ordinances, fire regulations and safety precautions.

Requirements of maintaining buildings and facilities in good repair.

Health and safety regulations.

Facilities inspection techniques.

Record-keeping techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Bid preparation methods and requirements.

Interpersonal skills using tact, patience and courtesy.

Operation of office and drafting equipment and tools.

Permits for grading, underground utilities, drains, gutters, paving, steel, wood insulation, drywall, drop ceiling, paint, wall covering, heating and air conditioning and plumbing.

ABILITY TO:

Oversee the successful progress and completion of contractor's contract.

Develop working procedures, material and labor requirements for repair and alteration of physical plant equipment and facilities.

Operate a computer workstation utilizing related drafting software.

Establish and maintain effective working relations with maintenance, operations and District staff personnel.

Prepare comprehensive reports and maintain related records and files.

Inspect facilities for maintenance and repair needs and fire safety and health hazards.

Prioritize and schedule work.

Draw blueprints and write specifications.

Work from blueprints, shop drawings and sketches.

Analyze situations accurately and adopt an effective course of action.

Conduct job walks; read, interpret, apply and explain rules, regulations, policies and procedures.

Maintain records and prepare reports.

Train, supervise and evaluate assigned staff.

Read plans and specifications for appropriate content and accuracy.

Operate office and drafting equipment and tools.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college courses in electrical, structural or mechanical systems and four years experience in facilities maintenance or construction including two years experience in facilities inspection, estimating, job scheduling, and project management, preferably project superintendent.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license. Employees in this classification must maintain insurability at the District's standard

ADOPTED: April 1994

REVISED: May 1996 and February 2000

Reviewed: January 2000

REVISED: July 2007

rate during the term of employment.

WORKING CONDITIONS:

ENVIRONMENT: Indoor and outdoor work environment. Driving a vehicle to conduct work.

PHYSICAL ABILITIES:

Walking; climbing ladders and working from heights to conduct periodic inspections; hearing and speaking to exchange information; seeing to conduct inspections; dexterity of hands and fingers to operate a computer keyboard. Bending, pushing, lifting, and moving heavy objects.