

# ROSS VALLEY SCHOOL DISTRICT

## HEAD MAINTENANCE

### SUPERVISION EXERCISED AND RECEIVED:

Under the immediate supervision and direction of the Director of Maintenance and Operations.

Exercises supervision over Assistant Head Maintenance, Grounds Maintenance I and II, and extra hires.

### EXAMPLE OF DUTIES AND RESPONSIBILITIES:

- Performs primary job function of supervision of subordinates and work order assignments
- Checks material requirements and special tool or equipment needs prior to these assignments and advises supervisor of priorities and work pattern for each maintenance request project scheduled for that day
- Evaluates preventative maintenance service for effective performance of all units; is conscious of cost factors and best usage of time, materials and procedures
- Develops training and instructional ideas for all subordinates
- Trains subordinates to substitute for him in his absence
- Substitutes for supervisor in his absence
- Evaluates work as to standard achievement
- Develops and reports data for budget and bid advertising as well as cost background, time, material and maintains records of inventory of materials
- Records data unique to particular schools; prepares requirements for following days
- Works requests by priority and service schedule day
- Handles all vandalism as priority and reports suggestions to minimize these conditions
- Performs other related duties as assigned.

### MINIMUM REQUIREMENTS:

#### Knowledge of:

- All construction trade skills, i.e., carpentry, plumbing, electrical, mechanical, motors, special equipment, and special skills relating to school plants.

#### Ability to:

- Operate all motorized equipment and special tools relating to job
- Understand and carry out oral and written instructions
- Maintain cooperative relationships with those contacted in course of job.

## HEAD MAINTENANCE

### EXPERIENCE:

- Experience in related work.

### EDUCATION:

- High School graduate or equivalent.

### REQUIREMENT:

- Must have valid California Driver's License.

Approved: 12-12-96

Revised: 10/10/05