



REVISED: 07/17/2019
Submitted: 07/16/2019

JOB TITLE:	SPECIALIST MAINTENANCE AND RENOVATIONS
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 9
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8357
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Manages Renovations projects and the area of maintenance activities assigned.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assigns duties, supervises and coordinates activities of workers engaged in one or more occupations

Studies production schedules and estimates worker hour requirements for completion of job assignment

Interprets and enforces policies, procedures, regulations and work rules including safety regulations

Establishes or adjusts work procedures to meet production schedules, using knowledge of capacities of machines and equipment; interprets specifications, blueprints and job orders

Recommends measures to improve production methods, equipment performance, and quality of product, and suggests changes in working conditions and use of equipment to increase efficiency of shop, department or work crew

Analyzes and resolves work problems, conferences with other managers to coordinate activities of individual units/sub units and meets with employee representatives to resolve grievances

Initiates or suggests plans to motivate workers to achieve work goals

Recommends or initiates personnel actions, such as promotions, transfers, discharges, and disciplinary measures

Estimates, requisitions, and inspects materials; assists in development of unit budget

Responds to District emergencies and outages to ensure quick restoration of use of property

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Evaluates staff as assigned

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving driving automotive equipment, being around moving machinery, exposure to marked changes in temperature and humidity and exposure to dust, fumes, and gases

MINIMUM QUALIFICATIONS

Bachelor's Degree

Three (3) years of successful experience in maintenance, renovation or construction management

Working knowledge of building materials, building codes, and safety requirements

Experience in computer operation and data entry

Valid driver's license

Effective communication skills

DESIRABLE QUALIFICATIONS

Five (5) years of successful experience in maintenance, renovation or construction management

Experience in a diverse work place