



NEW: Submitted:
07/17/2019 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