



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

JOB TITLE:	SPECIALIST MAINTENANCE AND GROUNDS
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 9
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8356
BARGAINING UNIT:	CLAP

**SCOPE OF RESPONSIBILITIES**

Manages and supervises the area of maintenance and operations activities as 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
- 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 performed while standing or walking. The work requires the use of hands for simple grasping, pushing, and pulling of arm controls, and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push, or pull light weights.

**MINIMUM QUALIFICATIONS**

- Three (3) years of successful experience in the area of assignment
- Experience in supervision of work force
- Working knowledge of current materials, laws, and codes of the building trade
- Valid driver's license
- Effective communication skills

**DESIRABLE QUALIFICATIONS**

- Five (5) years of successful experience in the area of assignment

Experience in a diverse workplace