SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: SUPERVISOR – MAINTENANCE & OPERATIONS

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	Under the o	direction of the	e Director III	-General Serv	ices, organize	and direct th	e activities an	nd
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implementation of corrective actions in response to fire code violations as needed.

Inspect work performed for quality control; determine and assign staff using workload formulas; respond to requests for vacation, leaves of absence, and uniforms; communicate with human resources administration, site administrators and labor union representatives regarding performance standards, staff assignments and transfers; provide and/or coordinate in-service training to staff in safe and effective methods and techniques and in the appropriate use and storage of equipment.

Prepare and maintain a variety of reports, records and files related to personnel and assigned activities; review daily patrol reports from security contractor and resolve issues as necessary.

Communicate with administrators, personnel and outside organizations to coordinate activities.

resolve issues and conflicts	and exchange information.		· · · · · · · · · · · · · · · · · · ·
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	Supervisor - Maintenance & Operations - continued	Рапе 3
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	Applicable laws, codes, regulations, policies and procedures. Interpersonal skills using tact, patience and courtesy.	
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Policies and objectives of assigned programs and activities. Health and safety regulations and procedures. Basic budget preparation and control. Dexterity of hands and fingers to operate a computer keyboard. Seeing to inspect projects and read a variety of materials. Sitting or standing for extended periods of time. Walking to inspect projects

Approved by Personnel Commission: June 23, 2011

Philip J. Gondillo

CARREST NUMBER OF STREET

Executive Director, Human Resources