

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California

Range 46

MAINTENANCE PLANNER

DEFINITION

Plan, organize, and oversee the day-to-day operations of maintenance work; under direction, schedule skilled and non-skilled labor in the maintenance section for various maintenance projects through completion; perform analysis of facilities and systems.

EXAMPLES OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Provide direction to maintenance staff, including organizing work schedules, assigning tasks and duties, monitor productivity, review work for accuracy.
2. Review work orders, procure appropriate materials and estimate time necessary to complete work in various trades.
3. Conduct and update facility and inventory audits.
4. Review diagrams and blueprints.
5. Provide management with accurate data regarding status of various projects.
6. Provide guidance to maintenance staff.
7. Use a computerized work order system.
8. Generate detailed productivity reports and provide daily updates to management.
9. Conduct project coordination and oversight as directed.
10. Assist in developing five year maintenance plan.
11. Provide project direction of multiple building maintenance projects simultaneously.
12. Troubleshoot and resolve various maintenance project issues.
13. Coordinate with contractors and subcontractors to scope and develop work to completion.
14. Recommend efficient and effective development of maintenance scheduling.
15. May participate in the selection process of trades and general maintenance personnel.
16. Represent department in work flow coordination with school site personnel.

QUALIFICATIONS

Knowledge of:

Principles, methods, practices, and equipment used in school buildings, equipment repair and construction; scheduling personnel in the building maintenance trades in an effective and efficient manner; automated management systems; organization and coordination of various trades in maintaining buildings; regulations, building codes, and OSHA safety standards pertaining to the maintenance and repair of school facilities.

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Ability to:

Review work requests and determine assignment to maintenance personnel in an effective, efficient manner; estimate required materials accurately; efficiently coordinate work between trades and/or contractors; utilize district maintenance management information systems; communicate effectively both orally and in written form; comply with the district's customer service standards as outlined in Board Policy.

Education/ Experience:

Twelfth grade graduation required or equivalent. Additional related coursework and/or certifications in various skilled maintenance trades preferred. Any combination of training and experience equivalent to five years in skilled maintenance related trades such as electronics, plumbing, electrical, carpentry, and general maintenance; experience related to project coordination, directing and scheduling of work and skilled trades labor preferred.

License/Certificate Requirement:

Possession of a valid California Driver's License.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in an indoor and outdoor setting; with travel from site to site, exposure to noise, dust, grease, fumes, noxious gases, and potentially hazardous sewage, chemicals, solvents, and oils.

Physical: Primary functions require sufficient physical ability and mobility to work in an indoor and outdoor school campus setting; lift, carry, push, pull or otherwise move moderately heavy to heavy loads; bend, stoop, squat, and reach; verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.