

**Job Summary:**

The job of Maintenance & Operations Supervisor - SCICON was established for the purpose/s of ensuring that SCICON work goals are met, and that services are provided in an efficient and effective manner while utilizing appropriate procedures, safe practices, and meeting all regulatory guidelines.

**Essential Functions:**

- ▶ Confers with SCICON administrator, vendors and licensed contractors for the purpose of maintaining, altering and improving SCICON sites.
- ▶ Coordinates/Works with various agencies (USFS, CalFire, etc.) and volunteer groups (service clubs, etc.) for the purpose of accomplishing tasks and projects at SCICON.
- ▶ Develops maintenance budget, supply orders, estimates for jobs, and bid specifications on new projects for the purpose of securing supplies and adhering to the budget.
- ▶ Evaluates assigned personnel for the purpose of complying with personnel practices and solving problems.
- ▶ Inspects repair work, projects, and equipment for the purpose of ensuring that jobs are completed efficiently and meet local/state/federal regulations.
- ▶ Moves supplies and furniture for the purpose of ensuring that the needs of the program are met.
- ▶ Organizes personnel and work orders for the purpose of maintaining clean and well-repaired buildings.
- ▶ Oversees testing and maintenance of water systems, sewer systems, fuel container systems for the purpose of ensuring compliance with health and environmental safety regulations.
- ▶ Performs carpentry, painting, welding, cleaning, inspections, repairs, electrical and concrete work for the purpose of maintaining equipment and buildings.
- ▶ Procures equipment, supplies and materials for the purpose of maintaining availability of required items and completing jobs efficiently.
- ▶ Repairs system components, i.e. parts, equipment and facility appurtenances for the purpose of maintaining facilities in a safe, comfortable and operating condition.
- ▶ Responds to emergency situations, i.e. facility damage, plumbing leaks, roof leaks, etc. for the purpose of resolving immediate safety concerns.
- ▶ Schedules preventative maintenance service with vendors for the purpose of maintaining equipment and buildings.
- ▶ Supervises contracted repairs and projects for the purpose of maintaining, altering and improving various SCICON sites.
- ▶ Trains custodial and maintenance personnel for the purpose of maintaining equipment and buildings.

**Skills, Knowledge and/or Abilities Required:**

- ▶ **Skills to:**
  - operate hand and power tools used in trade crafts;
  - perform basic math to calculate measurements, quantities, etc.;
  - supervises personnel and projects;
  - communicate effectively and problem solve;
  - use methods, materials, tools and equipment required in facility operations;
  - price and estimate project costs;
  - read and interpret plans, blueprints and/or schematics;
- ▶ **Knowledge of:**
  - electrical, plumbing, HVAC, carpentry, automotive repair, and small engine repair;
  - principals and methods for the maintenance and repair of buildings;
  - custodial practices;
  - applicable local and state building codes and safety regulations;
  - methods and materials utilized by various building trades in the repair and maintenance of building facilities;
  - principals and techniques of supervision, training, and performance evaluations;
  - principals and concepts of budget preparation and administration;
- ▶ **Ability to:**
  - stand for prolonged periods;
  - plan and manage projects;
  - perform heavy physical labor;
  - lift/carry/push/pull equipment and materials up to 50#;
  - reach/handle/finger various objects;
  - perform skilled maintenance work in more than one of the maintenance areas;
  - plan and coordinate the necessary work at facilities.

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; and supervising the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services. The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 10% sitting, 30% walking, and 60% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

**Experience Required:**

- ▶ Job-related experience with increasing levels of responsibility is required.

**Education Required:**

- ▶ High school diploma or the equivalent.

**Licenses, Certifications, Bonding, and/or Testing Required:**

- ▶ Valid California driver's license and proof of automobile insurance.
- ▶ Possess, or be eligible to obtain, a California Water Treatment, Level T-1 License.
- ▶ Department of Justice and FBI Fingerprint Response.

**FLSA Status:** Exempt

**March 2014**

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace.

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.