

**Job Summary:**

To coordinate the tasks related to the physical building, grounds, janitorial and fleet maintenance utilized by the Early Childhood Education Program; Lead and provide technical instruction to the staff responsible for building maintenance, grounds, janitorial, and fleet maintenance; Supervise the asset inventory process; Work as part of the Business Services' team and other work teams as assigned.

**Supervision Received and Exercised:**

Receive general supervision from the Facilities and Operations Manager  
Direct and lead the work of Building Maintenance Supervisors  
Coordinate with records clerk

**Essential Functions:**

- Perform the duties of building maintenance supervisor, grounds, janitorial and fleet maintenance as directed by Facilities and Operations Manager;
- Coordinate and complete various aspects of facility maintenance and repair work, grounds, janitorial and fleet maintenance;
- Track and analyze productivity utilizing the MWR system for efficiency and accuracy;
- Advise management and other staff to ensure appropriate facility planning;
- Prepare and maintain accurate financial and statistical records and reports;
- Assist in preparing presentations/trainings in order to disseminate accurate information;
- Coordinate and conduct trainings – both individual and group settings on equipment and personal safety;
- Design and conduct safety and compliance training;
- Assist facility projects, including the creation of project specifications, bid/estimate attainment, and oversight of projects to completion;
- Assist Facilities and Operations Manager with facility lessors;
- Monitor and provide feedback on facility, grounds, janitorial, fleet and program expenditure patterns;
- Design necessary forms and worksheets;
- Perform special analyses as requested;
- Participate as a Program representative on assigned committees;
- Perform other duties as assigned.

**Knowledge and Abilities:**

- **Knowledge of:**
  - Federal, state and government agency laws and regulations pertaining to school site and childcare facilities.
  - Computer spreadsheets, word processing applications and databases.
  - General construction management and trades.
  - Heat illness prevention.
  - Cal/OSHA regulations and personal safety policies and procedures.
  - Equipment and supplies management.
  - Pest and rodent remediation.
- **Ability to:**
  - Interpret and apply federal, state and local policies, procedures, laws and regulations.
  - Develop and maintain effective working relationships.
  - Operate standard office equipment.
  - Utilize spreadsheets and database programs for analysis purposes.
  - Exercise good judgment and reach conclusions based on discovery of fact.
  - Work with families, staff and members of the public of diverse cultures.
  - Maintain confidentiality of records and information.
  - Communicate clearly, concisely and professionally both orally and in writing.
  - Design and conduct training on equipment, chemical use and personal safety.

- Read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.
- Speak effectively before groups of customers or employees of organization.
- Work independently with little or no supervision.

**Working Conditions and Physical Abilities:** Outside weather conditions. The noise level in the work environment is usually moderate. Traveling throughout Tulare County. Sitting and standing for extended periods of time. Bending, kneeling, crouching and crawling. Pulling cables and wires. Dexterity of fingers. Sight corrected to 20:20 vision. Reaching above the shoulders and horizontally. Frequently lift 50 lbs. Exposure to moving mechanical parts. High, precarious places. Exposure to fumes or airborne particles, toxic or caustic chemicals. Electrical power supply.

**Education and Experience:**

- Five (5) years of fulltime work experience in construction management or one or more of the skilled construction trades (i.e. plumbing, electrical, or carpentry).  
OR
- Associates degree in construction management and three (3) years fulltime experience in one or more of the skilled construction trades (i.e. plumbing, electrical or carpentry).

**Certificates, Licenses, Clearances Testing and/or Bonding Required:**

- Valid California Driver's License and use of personal vehicle.
- Department of Justice and FBI Fingerprint Response.
- Proof of automobile liability insurance.

**FLSA Status:** Exempt

**June 2019**

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.