

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Supervisor, Facilities Maintenance Glazier	CLASSIFICATION:	Classified Represented Supervisor (TCS)
SERIES:	Supervisor IV	FLSA:	Non-Exempt
JOB CLASS CODE:	9758	WORK YEAR:	12 Months
DEPARTMENT:	Facilities Maintenance	SALARY:	Range 22 Salary Schedule G

TRAINING, EDUCATION, AND EXPERIENCE:

Graduation from high school or equivalent; and ten years of experience or completion of an apprenticeship program in glazing trade or other related field.

LICENSES AND OTHER REQUIREMENTS:

Valid

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Building codes, policies, regulations, and guidelines pertaining to Facilities Maintenance.
- Relevant Federal, State, and Local regulatory requirements, procedures, and standards.
- Effective supervision practices, evaluation techniques, and leadership styles.
- Interpersonal skills using tact, patience, and courtesy.
- Basic budget preparation, control, and recordkeeping.
- Operation of a computer, related software, and standard office equipment.
- Safe work practices and procedures.
- Hazards, including safety regulations, standards, and OSHA codes related to Facilities Maintenance.
- Technical knowledge in field of specialty.
- Perform mathematical geometry.
- State and local requirements regarding maintenance at school sites, regulations, and laws related to the job function.

ABILITY:

- Supervise and evaluate the performance of assigned staff.
- Perform the essential function of the position.
- Perform non-technical tasks with a need to periodically upgrade skills in order to meet changing job conditions.
- Apply policies, procedures, regulations, and/or laws.
- Operate equipment used in trade, and standard office equipment including current software applications.
- Handle hazardous materials.
- Plan and manage projects; preparing and maintaining accurate records.
- Schedule and direct number of activities, meetings, and/or events; enter, collate, and/or classify data; and consider additional factors when using equipment.
- Make independent decisions, follow instructions, and accept construction assignments.
- Prioritize, coordinate, and assign work.
- Assure accurate, effective, and timely completion of work assignments.
- Estimate costs, materials and labor.
- Order parts and supplies according to established guidelines.
- Maintain records, compile and analyze data, and prepare reports.
- Be flexible and work with others in a wide variety of circumstances.
- Analyze data from a variety of complex processes.
- Work with a variety of individuals and/or groups; work with varied types and/or purposes; and utilize a variety of job functions.
- Diagnose emergency situations.
- Analyze issues and create solutions.
- Utilize equipment under guidance.

Communicate effectively and maintain cooperative relationships.
Lift and carry heavy objects according to safety regulations.
Analyze situations accurately and adopt an effective course of action.
Understand and follow oral and written directions.
Meet State and District standards of professional conduct as outlined in Board Policy.
Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities related to work.
Communicate with persons of varied backgrounds; providing direction and leadership; setting priorities; working as part of a team; working with frequent interruptions; and adapting to changing work priorities.
Work an alternative work schedule which may include nights and weekends.

WORKING CONDITIONS:**SAMPLE ENVIRONMENT:**

Indoor, outdoors, and shop environment; drive a vehicle to conduct work; noise from equipment operation; and exposure to adverse weather conditions.

SAMPLE PHYSICAL ABILITIES:

Kneeling, pulling, pushing, carrying, lifting, reaching, standing, sitting, kneeling, crawling, climbing, stooping, bending, twisting, walking, running, driving, operating machinery, and other physical activities.