Under the supervision of the Director of Maintenance and Operations, assists in the planning, organization, and execution of projects related to the maintenance, grounds, and improvement of District facilities; supervises the work assignment of department personnel and facilitates contract labor in the completion of assigned projects.

include the following. Other duties may be assigned.

Consults with the Directors of Maintenance and Construction regarding major maintenance and facilities improvement projects.

Assists with planning and scheduling of projects; oversees projects in progress; inspects work; coordinates work within the framework of site activities; serves as liaison and point of contact between the site administrator, Maintenance & Operations department, and the contractor performing the work. Provides cost estimates for improvement projects; assists site administrators/program managers in formulating project proposals.

Consults with the Director of Maintenance and Operations regarding work scheduling, backlog issues, and status of maintenance support services.

Conducts contractor job walks; provides facility information; assists in the public works project process. Meets with vendors; investigates and evaluates products and equipment; provides recommendations regarding product quality, price and suitability for use by the District.

Trains and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignment, termination and disciplinary actions; assigns employee duties and reviews work to ensure compliance with established guidelines and procedures.

Processes routine work requests.

Monitors progress of maintenance and repair projects; inspects completed projects for accuracy, completeness and compliance with established work orther duties may be assigned.

Principles and practices of supervision and training.
General industry safety practices and standards within the building trades.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
Technical aspects of field of specialty.

Organize and direct operations and activities involved in the general maintenance planning and repair of designated buildings, facilities and equipment.