



Central Union School District  
Lemoore, CA

**CENTRAL UNION SCHOOL DISTRICT**  
**Maintenance Supervisor**

**JOB DESCRIPTION**

**ESSENTIAL FUNCTION**

Under the general supervision of the Superintendent, responsible for the operation and maintenance of all buildings, grounds, and power equipment owned by the District and to do related work as required. If directed by the Superintendent, shall be qualified to drive district school buses and provide bus transportation for children.

**DIRECTLY RESPONSIBLE TO**

District Superintendent

**IMMEDIATE SUBORDINATES**

Maintenance Engineers  
Custodians/Head Custodians  
Gardeners  
Bus Drivers  
Maintenance Equipment Technician  
Utility Painter

**DUTIES AND RESPONSIBILITIES**

Supervise Maintenance and Operations; supervise the activities of all operation and maintenance personnel; instruct M&O personnel in the proper operation and care of all district buildings and equipment and report to the Superintendent the results of such inspections and submit applicable reports and recommendations; develop and maintain a preventative maintenance program for all tools, equipment and structures; serve as building inspector and all new building projects in the district; coordinate all custodial and gardening work in the district; supervise all grounds personnel; supervise the maintenance of all lawns, shrubs and plants within the district; establish watering and mowing schedules and coordinate them with school activities; perform reseeding, plant replacement and landscaping with existing crew as required; evaluate all personnel under his supervision once yearly; purchase custodial supplies; be responsible for assigning personnel under his supervision to jobs; interviews driver candidates, conducts training programs for prospective drivers as prescribed by state law and district policy, evaluates the performance of the drivers and mechanic; and all acts of the district supervisor of buildings and grounds are subject to review and final approval of the district superintendent.

**QUALIFICATIONS**

**Knowledge of:**

Custodial and maintenance techniques applicable to modern school plants.

**Ability to:**

Supervise personnel; read blueprints; prepare plans and specifications; inspect building and ground improvement projects; and develop and implement new procedures.

Education and Experience:

Graduation from twelfth grade; equivalent to two years of college or a combination of technical courses with college; and custodial, maintenance, gardening, and transportation experience.

Requirements:

Possess qualities of leadership and hold a valid California School Bus Driver's License.

Clearance Information

- o TB Test clearance
- o Criminal Justice Fingerprint clearance
- o Valid Driver's license and insurability

Salary and Work Year Information:

Classified Management Salary: Maintenance Supervisor

Work Year: 261 days, July 1 through June 30

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.