

BERKELEY UNIFIED SCHOOSTERIC Human Resources Department

CLASSIFICATIOND POSITION DESCRIPTION

TITLE:	Facilities Maintenance	REPORTS TO:	Assigned Supervisor
	Manager		
DEPARTMENT/SCHOOL:	Maintenance	CLASSIFICATION:	Classified Managment
	Department		
FAIR LABOR STANDARD		WORK YEAR:	12 months/ Calendar 2000
ACTCLASSIFICATION:	Exempt	HOURS	8 hours per day or
			duty days/hours as assigned
APPROVED:		SALARY GRADE:	Schedule: 54
Commission	11/17/14 and 11/18/14		Range 78
Board	01/28/15		

JTIES:

lirect operations and activities involved in the maintenance and repair of District and equipment including tasks in carpentry, electrical work, HVAC, construction, ainting; assure compliance with applicable building, health and safety belows, c standards

and implement construction, installation, maintereanrepair and enhancement or, assess and modify activities in res4 0 Tr 1Tc 0.34 0.34- 3(io)-7(2)-3(e)-6(p)-1(a)-3(i)8(r)-3(a)-3()-5(it)-3 established standardsgreirements and procedures

uate the performance of assigned staff; interview and select employees and sfers, reassignment, termination and disciplinary actions; assign employee duties and assure compliance with established guides in requirements and procedures

iaison between assigned organization and contractors, architects, inspectors, agencies and various outside organizations; respond to inquiries and provide blve issesand concerns as appropriate

- x Perform regular safety checks of facilities to assure compliance with established laws, codes and regulations; identify and resolve safety hazards; respond to and resonagency situations as required
- x Prepare, review and interpret plans, diagrams, blue prints, sketches and specifications; monitor payments and expenditures for projects
- x Attend and conduct a variety of meetings as assigned; serve as a liaison to the Community Oversight Committee for the Facilities, Maientance and Operations department budget; prepare and present reports and plans for projects to be completed annually
- x Estimate labor, materials and equipment needed for grounds, maintenance and repair activities; compile and prepare cost estimates; mornitand assure adequate levels of equipment and supplies; research and coordinate the purchase of equipment and supplies as appropriate
- x Communicate with personnel and various outside agencies to exchange information, coordinate activities and resilve issues or concerns
- x Prepare and maintain various records and reports related to projects, personnel, owders and assigned activities

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES: