

**WOODLAND JOINT UNIFIED SCHOOL DISTRICT
HUMAN RESOURCE SERVICES DEPARTMENT**

**NOTICE OF POSITION OPENING
MANAGEMENT**

POSITION TITLE: SUPERVISOR I, MAINTENANCE AND OPERATIONS

PAY RATE \$6,537 - \$7,362/Month
\$78,444 - \$88,344 / Annually

HOURS/DAY – WORK YEAR: 8 hours/day, 12-month position (Classified)
6:30 a.m. – 3:00 p.m.

FINAL FILING DATE: November 5, 2021

POSITION SUMMARY:

The job of Supervisor, Maintenance and Operations was established for the purpose of performing skilled work in one or more of the following areas: electrical, painting, plumbing, welding, asbestos removal and/or carpentry work in the alteration, repair and construction of equipment and structures; resolving emergency situations; ensuring that assignments are completed in a safe, proper and timely manner; overseeing and supporting maintenance, grounds, and operations personnel in the performance of their assignments; providing leadership and training for maintenance and operations staff; and, evaluating assigned staff.

MINIMUM QUALIFICAITONS - EDUCATION & EXPERIENCE:

Minimum of two years post-secondary education and two years of responsible skilled experience in grounds and building maintenance work including experience in a supervisory position; or a minimum of high school diploma and three years of responsible skilled experience in grounds and building maintenance work including experience in a supervisory or lead position.

QUALIFICATIONS:

Knowledge and Skills: Requires knowledge to perform basic math, including calculations using measurements, fractions, percentages, and/or ratios, and knowledge to solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: knowledge of construction techniques such as, carpentry, painting, electrical and plumbing, fire life safety, preparation of estimates and other work associated with working with contractors. Working knowledge of computer applications including but not limited to Microsoft Office applications (i.e., Outlook, Excel and Word). Requires skills to perform technical tasks; and, up-to-date knowledge and skills in order to meet changing job conditions, legal guidelines and requirements, and maintenance practices. Specific skill-based competencies required to satisfactorily perform the function of the job include: adhering to safety practices; operating equipment used in building maintenance trades; planning and managing projects; and, preparing and maintaining accurate records.

Licenses and Certificates: Possession of a valid California Driver's license issued by the California Department of Motor Vehicles, TB Test clearance, and Criminal Justice Fingerprint clearance.

Desired Qualifications: Cal/OSHA certification in asbestos/lead remediation, Fall Protection, Lockout Tagout (LOTO), Worker Occupational Safety and Health and Train-the-Trainer certification.

APPLICATION INSTRUCTIONS:

Completed Ed-Join application, cover letter, current resume and two (2) to three (3) recent letters of reference must be submitted **by Friday, November 5, 2021 at 4:00 p.m.** in order to be considered. If you are interested in this position, you must **apply directly on Edjoin.org**. For more information on this position, please review the [job description](#) available on our website at www.wjusd.org under "Human Resources" or call our office at (530) 662-0201.

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