

## RIVERSIDE UNIFIED SCHOOL DISTRICT

### ASSISTANT DIRECTOR – Mechanical & Communications Trades

#### **BASIC FUNCTION:**

Under direction of the Director of Maintenance & Operations, plan, direct and evaluate the functions relating to the replacement, operations, repair and service of: plumbing, HVAC, refrigeration, electrical systems, electronic alarm systems, A.V. equipment and communications systems and devices belonging to the District.

#### **REPRESENTATIVE DUTIES:**

Plan, organize, manage and control the maintenance, repair, replacement and service of: HVAC equipment; various plumbing-related systems; swimming pools and related equipment; electrical wiring and systems, apparatus and equipment; food service refrigeration and cooking equipment; surveillance cameras; intercoms and radios; fire and intrusion alarms; as well as audio visual equipment.

Prepare rough sketches of minor construction projects; read drawings and determine materials to be used; develop work assignments and review quantity and quality of work performed; plan and evaluate specifications and supervise the installation of systems and equipment in the schools and other facilities ensuring their proper usage; oversee estimates for labor and material costs for job orders; secure purchase orders, and order emergency materials; supervise storage and distribution of materials and equipment; prepare reports and maintain records. Oversee budgets.

Evaluate the performance of assigned personnel and maintain appropriate records; assure employees perform work in compliance with established safety procedures; schedule and review work of subordinates; plan and evaluate specifications, and supervise the installation of electronic equipment in schools and facilities.

Manage work progress of supervisors; review and correct work of specialists and trades persons as necessary.

Perform related duties as assigned.

#### **ABILITY TO:**

Plan, assign, coordinate and direct the work of others.

Provide and follow orders and written instructions, draw schematic diagrams.

Read and interpret drawings and specifications.

Prepare estimates of labor and materials.

Develop and monitor preventative maintenance (pm) procedures.

Develop and implement measurements on electronic equipment.

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Prepare written and oral reports.

Prepare rough sketches and provide explanations as necessary.

Communicate expectations to subordinates and evaluate results.

Utilize Energy Management Systems (EMS) effectively.

### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: completion of twelfth grade and seven years of experience in work equivalent to that of a HVAC technician, electrician, plumber, EMS technician, electronic equipment repair technician, that of a journeyman-level related trade, including three years in a supervisory or lead capacity. Evidence of satisfactory completion of a course of instruction in the principles and practices of supervision and/or graduation from college preferred.

### **WORKING CONDITIONS:**

Indoor and outdoor work environment.

### **PHYSICAL ABILITIES:**

Seeing to inspect work and read various materials.

Hearing and speaking to exchange information and provide work direction.

Dexterity of hands and fingers to demonstrate proper operation of equipment.

Sitting or standing for extended periods of time.