



TEHAMA COUNTY DEPARTMENT OF EDUCATION JOB DESCRIPTION SUPERVISOR, MAINTENANCE

DEFINITION:

Under the general direction of the Director of Maintenance & Operations, this position supervises and performs skilled work in the maintenance, repair, and operation of facilities, with a focus on HVAC systems. The role directs maintenance staff, coordinates work orders, and ensures compliance with safety and operational standards.

ESSENTIAL FUNCTIONS AND JOB DUTIES:

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks, which may be found in positions within this classification.

- In coordination with Director, Maintenance & Operations, effectively supervise and evaluate daily activities of maintenance, HVAC and custodial personnel.
- Assign, review, and oversee completion of work orders for maintenance, repair, and construction.
- Perform skilled tasks in HVAC, electrical, plumbing, carpentry, and general building maintenance.
- Provide training and guidance to maintenance and custodial personnel.
- Ensure compliance with safety regulations and building codes.
- Maintain records, prepare reports, and assist with budgeting for maintenance operations.
- Operate and maintain tools, equipment, and vehicles.
- Assist with long-range planning for facility maintenance and improvements.
- Drive for department business as required.
- Other duties as assigned.

EXPERIENCE AND EDUCATION:

Any combination of education, training, and experience that demonstrates the ability to perform the duties and responsibilities as described:

- High school diploma or equivalent; additional training in maintenance trades preferred.
- Five years of experience in building maintenance, including HVAC systems.
- Supervisory experience preferred.

KNOWLEDGE OF:

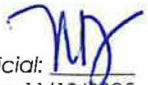
- Maintenance, repair, and construction methods and procedures.
- HVAC systems and equipment.
- Safety practices and regulations.
- Supervisory principles and staff coordination.
- Recordkeeping and reporting.

ABILITY TO:

- Skillfully perform and supervise maintenance tasks.
- Read and interpret blueprints, plans, and specifications.
- Communicate effectively and provide clear instructions.
- Meet schedules and time lines.
- Maintain cooperative working relationships.
- Work independently and as part of a team.
- Lift and move heavy objects; work in various physical environments.



Tehama County Department of Education
Job Description
Supervisor, Maintenance

Official: 
Effective: 11/10/2025

LICENSES AND OTHER REQUIREMENTS:

- Possession of a valid California driver's license and evidence of insurance.
- EPA certificate in HVAC recovery and handling of refrigerants (or willingness to obtain).
- First Aid Certificate preferred.

PHYSICAL DEMANDS:

- Regular standing, walking, bending, lifting (up to 75-100 lbs.), climbing ladders
- Work indoors and outdoors, sometimes with exposure to chemicals and noise
- Reasonable accommodation may be made for individuals with disabilities

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.

HRS Office Use Only

Created: November 10, 2025 Revised: _____

APPROVED

Print Name: Noelle DeBortoli Title: Director, Human Resource Services

Signature: 