

MAINTENANCE SUPERVISOR: SUPERVISORY PRACTICES (60 Hours)

Course No.: 79-75-85

COMPETENCY CHECKLIST

Student Name _____

Teacher Name _____ School Site _____

Start Date _____ Completion Date _____ Certificate Date _____

Teacher Signature _____ Student Signature _____

(Signature verifies completion of course competencies)

A. SUPERVISION DEFINED (4 hrs)

- _____ 1. Skills of an effective maintenance supervisor
- _____ 2. LAUSD Plant Manger Class Description

B. DEVELOPING SUPERVISORU SKILLS (15 hrs)

- _____ 1. Orientation procedure for new employee
- _____ 2. Salary and benefits programs
- _____ 3. Lines of authority
- _____ 4. Employee's rights
- _____ 5. Employee's responsibility to child abuse
- _____ 6. Understand/demo safety practices
- _____ 7. Understand LAUSD ethics policy
- _____ 8. Role of a supervisor including myths/reality
- _____ 9. Transition from subordinate to supervisor

C. SCHEDULES (1 hr)

- _____ 1. Understand value of good work schedule
- _____ 2. Components of LAUSD Labor Allotment

D. INSPECTIONS (6 hrs)

- _____ 1. Value of good inspection program
- _____ 2. Identify factors in making inspections
- _____ 3. Methods and frequencies of inspections
- _____ 4. Demo proper use of LAUSD inspection forms

E. PERFORMANCE REPORTS (10 hrs)

- _____ 1. Factors necessary to evaluate an employee
- _____ 2. Evaluating a probationary employee
- _____ 3. Evaluating a permanent employee
- _____ 4. Demo proper use of LAUSD evaluation form
- _____ 5. Presenting an evaluation to employee

F. SITE REPAIRS (2 hrs)

- _____ 1. Identify who to call for various repairs
- _____ 2. Demo procedure for logging repair calls

G. OVERTIME AND VANDALISM (1 hr)

- _____ 1. How to obtain overtime authorization
- _____ 2. Use of LAUSD overtime verification forms
- _____ 3. Use of LAUSD vandalism report

H. SUPPLIES AND EQUIPMENT (1 hr)

- _____ 1. LAUSD supply & equipment requisition forms
- _____ 2. Receive/check/distribute supplies & equipment
- _____ 3. Maintain accurate inventory of supplies

I. KEY CONTROL (1 hr)

- _____ 1. Components of LAUSD Key Control Policy

J. UTILITIES (2 hrs)

- _____ 1. Identify water shut off valves
- _____ 2. Identify gas shut off valves
- _____ 3. Identity fire sprinkler system valves
- _____ 4. Identify electrical panels
- _____ 5. Plot plan of all utility shut off valves/circuits
- _____ 6. Understand current conservation laws/policies

K. DISCIPLINARY PROCEDURES (14 hrs)

- _____ 1. LAUSD Personnel Commission Rules 901-904
- _____ 2. Demo ability to conference/counsel employee
- _____ 3. Demo ability to write formal conference letter
- _____ 4. Demo ability to maintain supervisor's notes
- _____ 5. Understand LAUSD Facilities Attendance Policy

L. REVIEW AND EVALUATION (3 hrs)

- _____ 1. Pass objective exam on competency areas