

MARKETING SALES AND SERVICE

# Maintenance Supervisor

## EVANS COMMUNITY ADULT SCHOOL

717 North Figueroa Street, Los Angeles, CA 90012

(213) 613-7900    EvansLA.org



### Maintenance Supervisor:

(60-hours per course)

- MS/1-Heating and Ventilation
- MS/2-Scheduling Practices
- MS/3-Supervisory Practices

### PREREQUISITE:

Building & Grounds Worker  
(Fundamentals)

### CLASS TIMES:

Saturdays

7:30 AM – 1:00 PM

### FEES & SUPPLIES\*

Textbook:	\$40
Approx. Total Cost:	\$60

*\*Costs subject to change*

A sequence of three courses designed for **Maintenance Supervisor**. The following are competency-based courses providing training in the following areas:

#### 1. Supervisory Practices

(60 Hours) - Provides entry-level training in the following areas

- Principles of supervision
- Inspection of buildings and grounds
- Record keeping
- Management of personnel

#### 2. Scheduling Practices (60 Hours)

This course prepares trainees for entry level supervision positions as school custodian supervisors.

- Management of custodial personnel
- Study of time and motion studies
- Scheduling workloads equitably
- Scheduling routine cleaning and of non-routine cleaning

#### 3. Heating and Ventilation

(60 Hours)- Preparing trainees to

- Operate various heating, ventilation, and air conditioning equipment
- Principles and techniques of various low-pressure boiler operations, fuel systems, unit heating systems, ventilation systems, and air conditioning systems

*The competencies in these courses are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.*



Los Angeles Unified School District/Division of Adult and Career Education. All educational and vocational opportunities are available without regard to race, color, nation origin, sex or disability. A lack of English language skills will not be a barrier to admission and participation in educational and vocational programs. Classes failing to meet the minimum class size will be closed according to Division policy.

