



SUPERVISOR OF MAINTENANCE

GENERAL RESPONSIBILITIES

This position supervises an assigned maintenance shop and is responsible for planning and supervising the maintenance, repair, modification, installation and/or construction work performed by craftsmen assigned to that shop in school buildings and facilities. In addition, the position ensures compliance with state, federal, and local codes.

ESSENTIAL FUNCTIONS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Review work requests to determine the scope of work and assign priorities; ensure accuracy of time and materials reported on completed requests.
- Coordinate work activities with other supervisors.
- Ensure compliance with proposal requests.
- Inspect both on-going and completed projects.
- Monitor the work of contractors.
- Provide technical advice and assistance as needed.
- Ensure regular maintenance inspections are conducted.
- Monitor records of labor and materials on each job.
- Review stock availability in the storeroom and adjust as needed.
- Review proposed building plans and blueprints to provide feedback regarding new construction and replacement projects.
- Provide information for the development of the department's annual budget and CIP project(s) for each area.
- Monitor attendance, fuel usage, cell phone usage, procurement card usage, and productivity.
- Assist with conducting initial disciplinary actions and provide input for annual staff evaluations.
- Conduct meetings with assigned staff to disseminate information and discuss matters.
- Evaluate new technologies to improve efficiency and effectiveness.
- Participate in the interview process.
- Perform related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Must have an extensive knowledge of common practices, tools, terminology, and safety precautions of the associated trade(s) and the use and characteristics of common building materials. Must have knowledge of associated trade methods and procedures. Must have the ability to work from sketches, drawings, plans, or specifications and estimate needed materials and time required for various jobs; ability to communicate the scope and requirement of projects to others; ability to communicate effectively using verbal and written skills; and the ability to establish and maintain effective working relationships with associates. Must have the ability to plan, organize, and successfully complete multiple, unrelated simultaneous projects. Must be able to demonstrate sustained superior performance in the trade(s) with emphasis on thoroughness, dependability, and professionalism. Must have excellent organizational and leadership skills and be skilled in the use of a computer and associated software necessary to perform the job.

EDUCATION AND EXPERIENCE

Required:

High School Diploma or GED.

Must have considerable experience in a related field and experience working in a supervisory role.

Preferred:

A comparable amount of training and experience maybe substituted for the minimum qualifications.



PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, walking, standing, bending, grasping, fingering, repetitive motion, reaching, and driving. Occasional stooping, crouching, and climbing. Work involves moderate exposure to unusual elements such as extreme temperatures, dirt, fumes, gases, unpleasant odors, vibrations, hazards such as moving vehicles, electric current, exposure to chemicals, moving mechanical parts, etc. and/or loud noises. Ability to lift up to 50 pounds occasionally and over 50 pounds rarely. Requires timely and regular adherence to established work schedules.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license

Regular and reliable attendance is an essential function of this position.

FLSA Status: Exempt	Description: 5/19, 7/20
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