



## **SUPERVISOR MAINTENANCE**

### **GENERAL RESPONSIBILITIES**

Under the direction the assigned Coordinator, the position is responsible for planning and supervising the maintenance, repair, modification, installation and/or construction work performed in school buildings and facilities. In addition, the position ensures compliance with state, federal and local codes.

### **ESSENTIAL TASKS**

(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.)

- Prepare, schedule, and supervise the work assigned to staff.
- Review work requests to determine the scope of work and assign priorities; ensure accuracy of time and materials reported on completed requests.
- Coordinate repairs with other supervisors.
- Ensure compliance with bid requests.
- Inspect both on-going and completed projects; monitor contracted work.
- Provide technical advice and assistance as needed.
- Ensure regular maintenance inspections are conducted.
- Maintain 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 into 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 the Coordinator with conducting initial discipline actions and providing input into annual staff evaluations.
- Conduct meetings with assigned staff to disseminate information and discuss issues.
- Evaluate new technologies to improve efficiency and effectiveness.
- Participate as part of an interview committee for job applicants, as assigned.
- 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 trades 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**

High School Graduate or GED required. Must have considerable experience in a related field and experience working in a supervisory role. A comparable amount of training and experience may be 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 through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, and handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a computer tablet, etc. Some standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling. 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.