



LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

HR DEPARTMENT

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| Position Title: | Maintenance Supervisor | Location: | Maintenance |
| Reports To: | Director of Business Services | Supervises: | None |
| Classification: | Support | Status: | Full-time |
| FLSA Status: | Exempt | Benefit Eligible: | Yes |
| Work Year: | 12 months | Salary: | see lhusd.org website |

Education and Experience Requirements

- High School Diploma or its equivalent; two-year degree or general contractor's license preferred. A minimum of five years working experience in commercial construction, ability to read architectural and engineering drawings, equipment, building and grounds maintenance preferred. A minimum of five years school maintenance experience preferred.

Certificates and Licensure Requirements

- Valid Arizona Driver's License; with good driving record.
- IVP fingerprint clearance card through AZ Department of Public Safety

Summary

- To supervise the maintenance programs of the district. To assist building administration with related maintenance/facility issues.
- To assist with building construction and remodeling and oversee project management of all projects. Provide monthly written reports to management as required.

Qualifications

- Possess the leadership skills necessary to direct the work of the maintenance team.
- Working knowledge of Microsoft Excel and Microsoft Outlook
- Ability to communicate effectively, orally and in writing.
- Good health, physical stamina, fitness, and vitality
- Personal qualities associated with good human and interpersonal relations.

Responsibilities and Requirements

SAFETY

- Conduct routine inspections of district facilities and equipment and meeting with each building administrator.
- Ensure compliance with safety, health, and fire regulations.
- Train maintenance employees to work in a safe manner.
- Communicate safety awareness to district personnel.
- Assist in the training of Facility Service Persons and Custodians

MAINTENANCE/CORRECTIVE/PREVENTATIVE

- Supervise all corrective and preventative maintenance programs.
- Develop and maintain a tracking system for all maintenance activities.
- Conduct training and in-service activities for maintenance and custodial employees
- Assure quality, consistency and uniformity in the acquisition of maintenance supplies (coordinate with the purchasing office staff).



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FINANCE AND BUSINESS MANAGEMENT

- Assist the District in the preparation of specifications for contracts and bidding procedures; inspecting construction work performed by external contractors.

MAINTENANCE SUPERVISOR

- Record and maintain accurate records as required by federal, state, and local statutes.
- Plan budget and requisitioning equipment and supplies within the funds allocated, as directed by the Superintendent.

ENERGY USE & CONSERVATION

- Coordinate district energy conservation programs
- Develop and implement energy conservation program.
- Verify that policy and regulations are complied with as it relates to energy conservation.
- Coordinate building and remodeling projects to ensure energy conservation is included in those projects.

PROFESSIONAL GROWTH

- Pursue professional growth to provide focused decisive leadership which results in moving toward the accomplishments of district/department goals.
- Ensure that code of ethics is a priority in professional and personal conduct.
- Be involved on federal, state, and local committees as it relates to district business in area of responsibility.

SUPPORTING SERVICES

- Assist in the implementation of supportive services in meeting the needs of students and staff as it enhances the educational environment.
- Assist with district functions, programs and committees as directed.

STAFF PERSONNEL

- Plan, schedule, and assign staff duties; maintain all job descriptions; do performance reviews in a timely manner for all staff.
- Provide formative and summative evaluations of staff.
- Provide leadership in developing, conducting, and maintaining productive interpersonal relationships among staff.
- Delegate responsibility based upon strengths and interests of subordinates.
- Assist in the hiring and orientation of maintenance staff.

ADMINISTRATIVE TEAM

- Assist in the development, implementation, and interpretation of district, state and federal policies, regulations and procedures as it relates to the maintenance component of the district.
- Advise the administration with regard to the district maintenance program.
- Perform other job-related duties as assigned by the Director of Business Services

BUILDING CONSTRUCTION/REMOLDING

- Assist architects, engineers, and contractors in the planning and construction stages of district building and renovation plan.
- Ensure the district is not compromised by receiving substandard products or workmanship.
- Review all phases of construction and projects closeout. Assist in audits or other administrative reviews in an expedient manner.



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Physical Demands and Work Environment

- Physical Effort
- Bends, stoops, lifts, climbs
- Climbs to various heights and works in confined spaces.
- Repetitive motion and eye strain through extensive utilization of computer hardware and software.
- May require lifting materials and supplies weighing up to 50 pounds.
- Operates large and small power-driven machinery such as vacuum, sweeper, buffer or other similar equipment.

EEOC

Lake Havasu Unified School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetic information, veteran status, or any other characteristic protected by federal, state or local laws.

This job description is intended to accurately reflect the position activities and requirements. Administrators and supervisors reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.