

WARREN COUNTY PUBLIC SCHOOLS

210 North Commerce Avenue Front Royal, Virginia 22630

Phone (540) 635-2171

Supervisor of Maintenance Position Description

LOCATION: Maintenance Office

JOB CATEGORY: Professional Support

PAY GRADE: Grade 40

FSLA: Exempt

IMMEDIATE SUPERVISOR: Director of Maintenance

GENERAL DEFINITION AND CONDITIONS OF WORK

To assist the Director of Maintenance in the operation, maintenance, alteration, repair and cleanliness of the schools' physical plant and associated buildings.

ESSENTIAL FUNCTIONS/TYPICAL TASKS

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Conducts safety inspections of schools and related buildings;
- Supervises and coordinates installation, maintenance and repair projects to include scheduling assignments for staff members and contracted workers, and continuously checking work sites to assure the quality of work and compliance with job orders and specifications;
- Maintains statistical data on frequency of maintenance vs staffing requirements, in order to provide input into the development of preventative maintenance schedules;
- Assist in division-wide OSHA mandated standards and programs;
- Maintains a clean and safe work area;
- Observes and promotes safe work practices and procedures at all times;
- Uses and wears safety and/or protective equipment, as appropriate;
- Attends in service training to develop and improve knowledge and skills of a proficient mechanic;
- Adheres to proper cleaning methods, storage, and proper care of equipment and supplies;
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities;
- Reports all accidents and/or potential hazards to the Director of

- Maintenance immediately, or as soon as reasonably possible;
- Complies with and supports school and division regulations and policies;
 - Maintains proper boundaries with students at all times, assuring respect for the ethical and legal duties in the staff-student relationship and the essential duty to serve as a role model;
 - Provides a good role model in appearance, demeanor, dress and behavior for the students served;
 - Models non-discriminatory practices in all activities;
 - Performs related duties as assigned by the Director of Maintenance in accordance with school/division policies and practices.

KNOWLEDGE, SKILLS AND ABILITIES

Must have the ability to follow oral and written directions. Must have the ability to establish and maintain effective working relations with co-workers, supervisor, administrators, and school-community members. Must be skilled in the performance of one or more trades.

EDUCATION AND EXPERIENCE

Education equivalent to graduation from an accredited high school or General Education Certificate (GED). Mechanical and Electrical Engineering experience. Five to eight years of experience in maintenance, plant operations, including three to five years in plant management is preferred. Must have or be able to obtain a state driver's license and CDL.

SPECIAL REQUIREMENTS

Candidate must possess good moral character and is expected to be a role model, in and out of school. Candidate must possess a valid Virginia driver's license with the ability to obtain a commercial driver's license. Candidate must be able to meet the criteria to be on the WCPS approved drivers' list.

PHYSICAL DEMANDS/REQUIREMENTS

Duties performed typically in, but not limited to the division maintenance department and in schools throughout the division. Frequent walking, standing, lifting, up to approximately 50 pounds, and occasional lifting of equipment weighing up to approximately 75 pounds may be required. Work is typically performed walking or standing. The environment also exposes the employee to potentially hazardous substances. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is

required for diagnosing and repairing maintenance and mechanical problems; the worker is subject to inside and outside environmental conditions, noise and hazards.

EVALUATION

The Director of Maintenance will evaluate performance on the ability and effectiveness in carrying out the above responsibilities.