

Job Title: Maintenance Supervisor

POSITION SUMMARY: Identifies requirements and ensures appropriate action is taken to meet the maintenance needs, including capital projects, of the various buildings and facilities of the school district through a prioritized plan of work, which allows for quick response to critical needs.

ESSENTIAL FUNCTIONS:

1. Identifies current and future maintenance requirements schools and support buildings by coordinating with administrators and engineers, with local/state/federal staffs, tradesmen, technicians, vendors, and other persons in a position to understand maintenance requirements.
2. Identifies requirements for an annual maintenance budget, preparing recommendations for capital and renovation expenditures, scheduling expenditures, coordinating projects with the purchasing office, analyzing variance, initiating corrective action, and anticipating long-term issues.
3. Ensures proper environment and continuous improvement for the educational process by determining work priorities, by scheduling repairs, maintenance and installation of machines, tools, equipment, and systems. Priority of work is based on facility need, the age of facilities and components, and the order in which work requests are received.
4. Supports educational environmental development and improvements by reviewing new products, equipment, systems, and by discussing equipment and systems needs and modifications with engineers and vendors, coordinating activities of technicians, workers and contractors fabricating or modifying structures, equipment, or systems.
5. Provides water, heat, steam, electric distribution, gas, sewage removal and conditioned air directing installation or modifications to and maintenance on utility systems building components.
6. Designs, implements, and modifies preventive maintenance programs by reviewing maintenance reports and statistics, by reviewing quality control reports, and inspecting operating machines, equipment, and systems for conformance with operational standards.
7. Directs maintenance operations by identifying requirements, forecasting resources, providing oversight for minor construction projects, capital improvement projects, and daily repair tasks. Assure timely completion of all tasks by providing direction to supervisors, technicians, engineers, and vendors.
8. Protects district staff and visitors by maintaining a safe, and equitable educational environment.
9. Prepares and approves specifications for contracted purchase of replacement parts and new equipment and systems for all areas of the school district.

10. Maintains maintenance staff job results by coaching, counseling, and disciplining employees and by planning, monitoring and appraising job results along with his foreman.
11. Complies with federal, state, and local legal requirements by studying existing and new legislation, by enforcing adherence to requirements, and by advising administration on needed actions.
12. Oversees capital improvement and renovation projects; reviews project specifications; analyzes design, district requirements and performance standards; ensures district goals are met by performing preliminary and final “punch lists” for construction projects.
13. Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, and participating in professional societies.
14. Maintains regular attendance.
15. Performs other duties as assigned by the Director of Schools.

SUPERVISES:

HVAC foremen who is directly responsible for efficient employment maintenance employees.

WORK CONDITIONS:

Normal working environment.

240-day contract.

Reports directly to the Director of Schools.

Qualifies for the **PROFESSIONAL EXEMPTION** from the requirements of the *Fair Labor Standards Act (FLSA)* regarding overtime. The employee is not entitled to the overtime rate of pay (time and a half) when the employee works over forty (40) hours in the defined work week (from Sunday 12:00 a.m. and continues through the following Saturday at 11:59 p.m.).

***The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.