



Maintenance Supervisor

FLSA Status:

Exempt

Qualifications:

High School diploma or G.E.D. with 5 years' experience preferred in carpentry or building maintenance.

Experience:

Practical experience in maintenance. Supervisory experience desired. Excellent communication skills. Ability to direct and coordinate. Must be team oriented. Read and interpret documents such as safety rules, training manuals, and instructions. Ability to follow a work schedule, and be flexible to changing daily requirements. Desire to continue career improvement by enhancing skills and job performance.

Clearances:

Criminal Justice
Fingerprint/Background
Clearance

Pro Tech Salary Schedule:

Range B

Reports to

Executive Director of Operations

Terms of Employment

260 days, 8 hours per day, with benefits according to Board policy.

Purpose Statement

To maintain the physical plant and grounds in a condition of operating excellence so that full educational use of them may be made at all times. To make the facility safe and secure for all who enter.

Essential Job Functions

- Supervisory responsibility over maintenance personnel and their projects.
- Process repair and maintenance requests, determine which jobs may be performed by maintenance staff and which must be performed by outside contractors and advise the Executive Director of Operations accordingly.
- Assume primary responsibility for the safe condition of flooring, door frames, doors, window glass & frames, toilet partitions, staircases, stair treads, wall surfaces, ceilings, hardware, and similar structural elements in the facilities owned and operated by the district.
- Maintain maintenance supplies and equipment and make recommendations for purchases needed.
- Assign duties to maintenance staff.
- Conduct routine and periodic inspections of facilities and grounds, with Executive Director of Operations, to maintain the physical school plant in a condition of operating excellence so that full educational use of it may be made at all times.
- Assists with training of maintenance personnel.
- Help develop priority lists for maintenance of building and prepare cost estimates.
- Prepare written reports.
- Ability to do basic mathematic calculations and apply concepts such as fractions, percentages, ratios and proportions to practical situations.

- Ability to interpret a variety of instructions furnished in written, oral, diagram or scheduled form.
- Ability to use computers, including the use of spreadsheets, databases and inventory management software.
- Run electrical (wiring, conduit, breakers) and other electrical projects & repairs.
- Plumbing and HVAC repairs and preventative maintenance
- Schedule inspections (boiler, sprinklers, fire, etc.).
- Minor roof repairs.
- Be responsible for timely completion of work orders.
- Consistent and regular attendance is an essential function of this position.
- Ability to work to implement the vision and mission of the district.

Other Job Functions

- Demonstrate the proper use & care of hand tools (such as hammers, saws, chisels, planes) and equipment (power saws, drills, rivet guns, etc.).
- Work overtime as directed.
- Attend meetings as directed.
- Demonstrate professionalism and appropriate judgment in behavior, speech, dress, and appropriate professional manner for the work setting.
- Adheres to good safety practices.
- Adheres to all district rules, regulations, and policies.
- Perform other duties as required or assigned.

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment, power and hand tools, etc.; adhering to safety practices; handling hazardous materials; and planning and managing projects.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: standard methods, materials and tools; and safety practices and procedures.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; developing effective working relationships; displaying mechanical aptitude; ability to lift 50 lbs.; ability to climb ladders up to 30'; and working under time constraints.

Physical Demands

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 15% sitting, 50% walking, and 35% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.