

JOB DESCRIPTION

JOB TITLE: Maintenance Supervisor of Building & Grounds

REPORTS TO: District Business Manager

DEPARTMENT: Maintenance

I. NATURE AND SCOPE OF JOB:

To perform duties of supervision, troubleshooting, repair, installation, and maintenance of buildings and grounds, and related systems to provide a safe, comfortable and attractive environment to facilitate the mission of Carbon County School District One. Supervision of maintenance staff.

II. EXPECTATIONS:

1. Maintain a positive attitude that supports the District Mission.
2. Maintain a positive and supportive relationship with all people in the work place.
3. Be responsible for acceptable attendance and punctuality.
4. Accept responsibility for the identified job description and continually strive to perform work of the highest quality.
5. Responsible for adhering to District policies.
6. Maintain confidentiality in all matters of the District.

III. JOB FUNCTIONS:

A. Essential Functions:

1. Forecast maintenance staffing requirements annually.
2. Organize and coordinate annual fire and safety inspections as required by state.
3. Conduct written personnel performance evaluations annually.
4. Perform annual physical inspections of each facility for capital improvements.
5. Furnish various reports to federal and state agencies as required.
6. Review and approve all maintenance related invoices.
7. Supervise activities of interviewing and providing recommendations for hiring maintenance and grounds personnel as needed.
8. Drive various fleet vehicles daily.
9. Operate heavy equipment as needed.
10. Accomplish duties of building maintenance and repairs to District facilities and provide direct supervision to assigned personnel.
11. Use positive verbal and non-verbal communication skills when working with District personnel and members of the community at all times.
12. Assign and distribute work orders to appropriate personnel within the area of responsibility.
13. Perform work according to information on the District Maintenance Department work order system.

14. Maintain records of department activities pertaining to area of responsibility for reference and reporting procedures.
15. Oversee asbestos training and reporting bi-annually.
16. Schedule annual facility maintenance and operation.
 - a. Schedule summer maintenance that has been requested by the Building Administrators.
17. Accumulate and maintain historical data on all District owned property, equipment, and blue prints.
18. Monitor expenditures constantly to assure operation is within the budget.
19. In conjunction with the architect, prepare and recommend bids on various maintenance upgrade projects.
20. Set standards of safety for all employees.
21. Perform on-call duties.
22. Provide assistance to other departments as needed.
23. Exchange information with building custodial staff as needed.

IV. JOB QUALIFICATIONS:

A. Knowledge, Skills and Mental Ability:

1. Ability to communicate in English orally and in writing.
2. Must be able to use a computer and have basic skills in technology.

B. Education, License, Certification or Formal Training:

1. High School diploma or equivalent.
2. Completion of AHERA training.
 - a. Training in order to provide asbestos oversight. Training is provided by the District.
3. Bloodborne Pathogens training is mandatory and will be provided by the District after employment.
4. Maintain valid drivers license.

C. Physical Demands:

1. Ability to lift a minimum of 50 lbs. on a regular basis.
2. Ability to work continually either standing, walking or bending.
3. Climb various scaffolding and ladders somewhat frequently.
4. Ability to kneel or squat during the performance of duties.
5. Ability to push or pull handcarts, furniture or other equipment.

D. Environmental Demands:

1. Ability to cope with school related noise.
2. Ability to work in all types of weather common in Wyoming.

3. Ability to cope with dust, fumes and/or odors from cleaning and maintenance equipment.

Carbon County School District One does not discriminate on the basis of race, color, national origin, sex, age, disability, political affiliation, religion, or belief in relation to admission, treatment of students, access to programs and activities, or terms and conditions of employment.

3/2008