

## NORTH SCOTT COMMUNITY SCHOOL DISTRICT

TITLE: Maintenance Supervisor

QUALIFICATIONS:

1. High School graduate, with supplementary courses or training in construction, engineering and supervision.
2. Three years experience as electrician, and/or three years experience with heating and air conditioning equipment; both preferable.
3. Experience with environmental control, both electrical and pneumatic.
4. Experience with electric and gas fired equipment, boilers, steamers, etc.
5. Design, read and understand electrical, HVAC, plumbing and building prints.
6. Knowledge of computer system operation and interconnect wiring.
7. Such alternative to the above qualifications as the School Board may find appropriate and acceptable.

REPORTS TO: Director of Operations

JOB GOAL: To supervise and personally keep facilities of the school district in peak operation condition, and as efficiently as possible, so that the full educational use of such facilities may be made at all times. Maintain a high level of professionalism, efficiency, and safety at all times.

PERFORMANCE RESPONSIBILITIES:

1. Supervise and work all repairs to building and/or district facilities that involve electrical, plumbing, lighting, ventilation, heating, air conditioning and/or wiring.
2. Supervise and work with the custodians of the district in maintenance of the buildings: floor care, restrooms, carpeting, general cleaning, etc.
3. Monitor district buildings through use of computer monitor and phone system. On call 24 hours a day, 7 days a week.
4. Purchasing agent for all custodial equipment and supplies, including the evaluation of such products and equipment.
  - A. Keep inventory of all such products and equipment.
5. Repair and maintenance of all custodial equipment and building equipment such as sweepers, wet vacs, buffers, chairs, clocks, desks, P A systems, security and fire alarms, etc.
6. Supervise and work to maintain repairs to all district mechanical equipment: boilers, air handlers, rooftop units, exhaust fans, indoor and outdoor lighting, etc.
  - A. Do regular maintenance and preventative maintenance on all equipment and establish programs for such equipment maintenance.
7. Work toward the best energy management plans possible for the districts best interest.
  - A. Keep updated on new equipment, controls and maintenance procedures that will benefit the district.

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- 8. Work with security and monitoring of all buildings.
  - A. Keying of buildings and grounds.
  - B. First notified from building monitors: temperature, noise, power, pumps and/or Heat. On call twenty-four hours a day, seven days a week.
- 9. Aid carpenter, ground crew, and bus garage whenever necessary.
- 10. Work with Director of Operations to lay out schoolhouse and site projects for the district.
- 11. Work with Director of Operations to establish guidelines for contractors and out of house personnel when necessary to the maintenance program.
- 12. Any other duties as specified by the Director of Operations.

TERMS OF EMPLOYMENT: Forty hours per week, twelve months per year. Salary established by the Board.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the School Board’s policy, evaluation by the Director of Operations.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed and agreed to by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Incumbent)

(This job description contains only measurable performance responsibilities).

4/1/02