

SCHOOL DISTRICT OF FLAGLER COUNTY

JOB DESCRIPTION

MAINTENANCE SUPERVISOR

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Demonstrate aptitude or competency for assigned duties.
- (3) Must have a minimum of ten (10) years verifiable experience in one of the work-related trades or six (6) years verifiable supervisory experience in Facilities Management in one of the work-related trades. Work related trades include Electrical, Mechanical, Plumbing, Security, Fire Alarm, Intercom, Low voltage, Locksmith, Building Management Systems (BMS) or Carpentry.
- (4) Valid Florida driver's license.

KNOWLEDGE, SKILLS AND ABILITIES:

Must be self-directed and knowledgeable of codes and regulations. Ability to organize projects and manage field personnel with their tasks or projects. Ability to assist project managers, to include oversee and direct contractors. Ability to manage paperwork and records. Have proficient skills to read and understand blueprints and schematics. Technical knowledge of one or more of the above trades listed. Person must have positive interpersonal and customer skills. Person must have proficient computer skills, word processing skills, office and business software systems and be able to learn the work order system and its functions. Experience to oversee a minimum of six (6) persons and implemented directive by the director. Must have the ability to handle personnel issues following the district policies, procedures, protocols, & guidelines. Ability to assist the Director in the Administration of all areas of facilities care.

REPORTS TO:

Director, Plant Services

JOB GOAL

To maintain the physical school plant in good operating condition so that optimum use for educational opportunity can be made at all times. And to assist the Director in bringing new facilities on line and in planning renovation of older facilities.

SUPERVISES:

Maintenance Workers and Helpers

PERFORMANCE RESPONSIBILITIES:

- * (1) Examines school buildings on a regular basis for needed repairs and maintenance.
- * (2) Assist the Director in creating and assessing objective plans to meet long-term maintenance needs.
- * (3) Assist the Director in incorporating long-term maintenance plans into budgetary constraints.
- * (4) Recommends priorities on repair projects.
- * (5) Estimates cost of repair projects in terms of labor and materials.

Maintenance Supervisor (continued)

- * (6) Assigns and supervises crews of craft people for maintenance work such as replacing worn or defective wiring, switches, faucets, plumbing fixtures, and the like, and repairing fencing, asphalt, concrete, ceilings, and the like, and air conditioning equipment and related equipment.
- * (7) Lays out and inspects work and assists crew members.
- (8) Assist on developing a system for dealing with emergency repair problems with efficiency.
- * (9) Prepares reports on cost of work done, materials used, labor expended.
- *(10) Assigns work orders, understands and interprets building and equipment drawings and specifications for craftspeople.
- *(11) Prepares work schedule for each job and monitors job progress. Recommends additional staffing, equipment, and material needs for each job required.
- (12) Attends meetings, seminars, and in-service programs.
- (13) Communicates daily with inventory/warehouse clerk on equipment and material needs.
- *(14) Maintain a significant role in maintenance personnel management and employee relations.
- *(15) Assist the director with the preparation and administration of the budgets for maintenance operations.
- (16) Assist with the recruiting, screening, and recommending of crafts people for employment and provide in-service training.
- (17) Assist in planning future maintenance personnel needs.
- (18) Select contractors to perform maintenance or repair services.
- (19) Coordinates the scheduling and supervision of outside contractors.
- (20) Consults with the Director of Plant Services on all matters relative to maintenance operations.
- *(21) Supervise assigned personnel, conduct annual performance appraisal and make recommendations for employment action.
- (22) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

This is an administrative position. Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code 8
Flagler Schools Strategic Framework – Leadership & Operations
Salary Lane: Professional PAIZ-0

Approved 03/23/2021