



## **Maintenance Supervisor**

Reports To: Facilities Manager and Building Principals

### **SUMMARY**

The Maintenance Supervisor is responsible for providing a variety of building and grounds maintenance operations at assigned sites; ensuring attractive and safe buildings and grounds; overseeing and supporting the custodial staff in the performance of their duties; and ensuring that assignments are completed in a safe, proper, and timely manner.

This position requires exceptional problem solving and interpersonal skills and the ability to acquire knowledge of maintenance operations, policies, and procedures.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Orders supplies and equipment for the purpose of ensuring the availability of items required to properly maintain facilities.
- Supervision of custodial staff. Regularly meets with facilities and custodial staff to review job performance and needs.
- Supervision of grounds keeping and seasonal staff. Assures maintenance of lawns and outside premises in a neat and clean manner for the purpose of providing an attractive environment. Assures the record keeping of all pesticide and chemical applications for annual submission to the facilities office.
- Applies computer skills to maintain records and to receive/send email messages as necessary.
- Performs or coordinates preventive maintenance on heating, boiler, and HVAC systems for the purpose of efficient system functions. Monitors and maintains the boiler and other HVAC for the purpose of ensuring proper functioning. Checks systems for normal operation daily.
- Must be knowledgeable regarding all areas of suspected asbestos locations within assigned building(s) and assure non-disturbance of these areas by public or staff.
- Removes snow from steps, doorways, sidewalks, and parking lots in a timely manner. Applies appropriate amounts of salt where needed.
- Performs in-house renovations (i.e. painting, VCT, ceiling tiles, etc.).
- Ensures facilities and equipment meet safety standards, fire codes, and other codes.
- Keeps equipment in good working condition and appropriately documents the repair and maintenance of that equipment.
- Responds to emergency calls as necessary for purpose of completing required tasks.

- Maintains and sets up other school facilities (i.e. track, bleachers, out-buildings, etc.) for the purpose of safe and efficient operation for events and public use.
- Assists with the development and updating of an inventory list of maintenance equipment for the purpose of making these items available to school personnel.
- Communicates in a positive professional manner at all times with personnel and the community for the purpose of maintaining good working relationships.
- Monitors outside contractors and other professionals working on campus, assuring satisfactory progress and quality of work at completion.
- Directs maintenance requests to the facilities manager and assists with maintenance duties as requested for the purpose of facilitating completion of required tasks.
- Assists in obtaining cost estimates for building projects.
- Performs any other duties as assigned.

## QUALIFICATIONS

- **Education:** High school diploma or GED required. A background in facility maintenance preferred. Must have a willingness to upgrade skills as necessary to meet changing job conditions.
- **Interpersonal Skills:** Demonstrate the ability to remain calm and professional in an environment with frequent interruption. Ability to interact with a diverse group of individuals in a courteous and tactful manner, and establish and maintain effective relationships. Ability to handle problems and stressful situations tactfully and apply proactive problem-solving skills. Ability to prioritize multiple tasks.
- **Language Skills:** Ability to respond to common inquiries or concerns from staff. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to understand and perform written and oral instructions. Ability to train others.
- **Mathematical Skills:** Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions and decimals.
- **Computer Skills:** General knowledge of computer usage, the ability to use email, operate standard office equipment and prepare and maintain accurate records.
- **Other Skills and Abilities:** General technical skills and knowledge of construction, plumbing, minor electrical, security, heating and cooling systems. Ability to learn and adhere to safety practices. Ability to operate a variety of equipment. Ability to handle and store hazardous material. Ability to exercise good judgment while working in a dynamic environment. Ability to work evenings or weekends as required.
- **Certificates, Licenses, Registrations:** Ability to obtain certificates as determined necessary by the District. Ability to become first aid and CPR certified. Must have a valid Driver's License and a clear driving record. Must agree to a background check.

## WORK ENVIRONMENT/PHYSICAL DEMANDS

Work may be performed in all varieties of weather conditions. Duties may be performed in an environment involving intense manual labor, noise, dirt and dust, odors, fumes, hazardous materials or situations.

Performing the job duties of this position requires the following physical demands: reaching, some lifting, standing, walking, carrying, bending, stooping, kneeling, crouching, sitting, and/or crawling.

The employee may encounter situations where students are physically aggressive and verbally abusive. This may require physical interaction between the employee and student. The noise level in the work environment is usually moderate. The employee is frequently exposed to infection at a greater risk than the average person. May be directly responsible for the safety, well-being and/or output of students.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. The District may add to, modify or delete any aspect of this job at any time as it deems advisable.