

ST. MARY'S COUNTY PUBLIC SCHOOLS
SUPERVISORS AND ADMINISTRATORS POSITION DESCRIPTION

SUPERVISOR OF MAINTENANCE

POSITION: Supervisor of Maintenance

REPORTS TO: Director of Maintenance

LOCATION: Department of Maintenance/Division of Supporting Services

NATURE OF WORK:

This is a skilled professional position with responsibility for assisting the Director of Maintenance in all areas of personnel and workflow management for the Department of Maintenance. The supervisor must be knowledgeable of the negotiated agreement and collaborate with the three Foremen in the Department of Maintenance (Engineering Trades; Building Trades; and Vehicle Maintenance) regarding personnel and employment matters. The Supervisor will assist the Director in interviewing and recommending staff for hire, providing resolution of personnel concerns, implementing employee assistance plans, evaluating employee performance, providing a high level of customer service to school-based administrators, and identifying personnel development needs and training to promote personal growth. The Supervisor also works with the Facilities Compliance Analyst and Director with regard to the reporting requirements of the IAC Maintenance Effectiveness Assessment program, the workflow of maintenance tasks, and the management of assets. The Supervisor will be responsible for all associated reporting and recording of monthly work management processes such as (but not limited to) productivity, backlog, planned vs. unplanned work orders, aging open work orders, and customer satisfaction survey reports.

ESSENTIAL FUNCTIONS:

- Manage the CMMS (Computerized Maintenance Management System) for the Department of Maintenance working under minimal supervision;
- Determine the priority of work, work order type, and shop area, and brings attention to those that would fall into the emergency or priority status;
- Process, assign, and distribute work order requests for the Department of Maintenance, Operations, Food & Nutrition Services, and Safety & Security;
- Research and assure the integrity of critical data related to facility repair costs, employee productivity, and effectiveness of planned maintenance procedures.
- Provide data for audits as well as annual budget information, for administrative use at local and state-level meetings;
- Collaborate with foremen to assure that planned maintenance tasks occur consistently to ensure extended equipment life, cost control, and a safer environment for SMCPS in its entirety;
- Provide training and support for all current and new users of the work order system;
- Ability to maintain integrity and confidentiality, and make decisions in accordance with rules, regulations, and division-established policies;
- Maintain detailed employee files;
- Work with association representation to mediate employee differences/issues;
- Assist with in-service safety training programs;
- Conduct employee evaluations;
- Assist with Department of Maintenance interviews;
- Perform additional essential functions as assigned; and

- Direct responsibility for twenty-four (24) hour monitoring and coordinating the response to all incoming alarm and/or emergency maintenance calls received during assigned weeks including after-hours and weekends.

DUTIES AND RESPONSIBILITIES:

These examples are illustrative and not all-inclusive:

- Develops and maintains an advanced knowledge of our current Work Management System;
- Develops and maintains an advanced knowledge of browser/internet-based computerized maintenance management system (CMMS) programs;
- Knowledge of importing and exporting data and information from one software program to another and reformatting for an accurate and understandable document;
- Understanding of maintenance practices and procedures, work order system utilization, technical trades, and their skills, ratios, and averages, material needs and costs, equipment terminology and processes;
- Maintains effective, proactive communications with the Director of Maintenance, the three Maintenance Foremen, the Maintenance office staff, and all Maintenance field staff;
- Maintains effective, proactive communications with the Departments of Fiscal Services, Human Resources, Operations, Capital Planning, Information Technology Services, Food and Nutrition Services, Transportation, and Facilities Management, respectively;
- Ability to proficiently communicate orally, in writing, and electronically;
- Ability to speak before large diverse groups;
- Approves and tracks leave and overtime requests;
- Completes injury and worker compensation forms, as well as interview documentation forms;
- Assures the proper flow of process and documentation of staff hiring and discipline;
- Assists with planning and implementing in-service training programs to improve employee competency;
- Maintains records needed for compliance with State and Federal codes and regulations;
- Meets with foreman to resolve staffing issues;
- Prepares recommendations and documentation for personnel disciplinary actions;
- Prepares forms and administers annual employee evaluations; and
- Performs other duties and responsibilities as assigned.

QUALIFICATIONS:

- Bachelor's Degree in management, administration, education, or field related to building maintenance, engineering, and/or construction;
- Five (5) years of experience with supervisory responsibility in management, administration, education, or field related to building maintenance, engineering, and/or construction;
- Demonstrated experience and proficiency with computer applications, such as Google;
- Possession of a valid State of Maryland driver's license is required;
- Meet the following Board of Education requirements in order to operate a Board of Education – Owned Vehicle (Board of Education Policy EEBA):
 - The applicant must have no more than four current points. (Out of State points will be converted to equivalent points under Maryland Law.)
 - The applicant must not have been convicted, pleaded guilty or nolo contendere, or received a probation before judgment or stet docket entry for any alcohol or controlled substances offense under federal or state law for a minimum of five (5) years prior to the use of a Board-owned vehicle.

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this EXEMPT position will be based on the SMASA salary schedule for eleven and twelve-month employees – Range C.

BARGAINING UNIT ELIGIBILITY: SMASA

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