

OZARK R-VI SCHOOLS  
JOB DESCRIPTION

**TITLE: MAINTENANCE SUPERVISOR**

**QUALIFICATIONS:**

1. High school diploma supplemented by formal training in mechanical or related trade plus three years minimum work-related experience or any equivalent combination of education and experience.
2. Knowledge of electrical equipment and principles and related maintenance methods and techniques.
3. Knowledge of plumbing and related maintenance
4. HVAC Certification and EPA 1, 2 and 3 Certification.
5. Ability to perform tasks with minimum supervision.
6. Ability to coordinate and direct others.
7. General computer skills

**REPORTS TO:** Director of Maintenance

**JOB GOAL:** To perform skilled maintenance tasks for the District including electrical, refrigeration and HVAC, to supervise other maintenance employees and to conduct preventive maintenance inspections so as to maintain the physical school facilities in a condition of operating excellence, cleanliness and safety.

**PERFORMANCE RESPONSIBILITIES:**

1. Conducts preventive maintenance inspections; determines what equipment is broken or operating inefficiently.
2. Repairs or replaces a variety of fixtures and equipment such as lights, electric motors, furnaces, stoves, kilns, washers, dryers, refrigerators, freezers, air conditioners, water coolers and ice machines.
3. Orders and processes supplies and equipment.
4. Advises Director of Maintenance in determining when repairs can be done in-house and when outside professional assistance is required.
5. Supervises other maintenance employees.
6. Services and maintains all district HVAC and refrigeration equipment.
7. Certified in backflow inspections and water testing
8. Maintains school grounds in attractive, clean and safe condition.
9. Performs other tasks as assigned.

**PHYSICAL DEMANDS:**

- Must be able to lift up to 50 pounds, climb ladders & use lifts to work on equipment.
- ability to work in confined spaces for lengthy periods of time.
- Repeated turning/twisting motions.
- Repeated movements to and from the floor; standing and walking up to 8 hours.

**TERMS OF EMPLOYMENT:** 12 months as per school board policy GBDBA

**TYPE OF POSITION:** Nonexempt

**EVALUATION:** Annually by Director of Maintenance

**APPROVED BY SCHOOL BOARD:** June 24, 2021