BUTLER COUNTY SCHOOLS

MAINTENANCE SUPERVISOR

JOB DESCRIPTION

QUALIFICATIONS:

(1) High school diploma or equivalent.
(2) Possess valid Alabama driver's license.
(3) Training or experience in given trades is preferred.
(4) Appropriate local and state trades licenses

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of and skill to use the tools of the trade effectively. Knowledge of preventive maintenance programs and local, state and federal requirements. Ability to communicate effectively both orally and in writing. Ability to direct and supervise a small crew. Ability to read and work from blue prints and sketches. Ability to read and follow instructions. Ability to perform crossover work in several trade areas.

REPORTS TO:

Administrative Assistant of Operations

JOB GOAL

To perform maintenance assignments in a safe and efficient manner.

SUPERVISES:

Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

* (1) Install, maintain and repair all facets of the school plants.
* (2) Install, maintain and repair all HVAC and food service equipment.
* (3) Operate equipment and machines as part of general maintenance.
* (4) Read blueprints and job specifications and perform work accordingly.
* (5) Develop labor and materials costs in planning as required.
* (6) Assist in placing orders and bids, if needed, for parts and materials.
* (7) Assist in maintaining an inventory of parts and materials as needed.
* (8) Provide emergency repair service as directed.
* (9) Assist other maintenance personnel with tasks as needed or directed.
* (10) Assist in developing and maintaining a preventative maintenance program.
* (11) Load and drive maintenance vehicles to assigned site as required.
* (12) Communicate effectively with the staff members, fellow workers, administrators and other contact persons using tact and good judgment.

MAINTENANCE LEADMAN (Continued

* (13) Follow attendance, punctuality and proper dress rules.
* (14) Ensure adherence to good safety standards.
* (15) Maintain confidentiality regarding school/workplace matters.
* (16) Model and maintain high ethical standards.
* (17) Supervise assigned personnel, conduct annual performance, appraisals.
* (18) Demonstrate initiative in the performance of assigned responsibilities.
* (19) Use standard and specialty electrical tools and equipment in installing and maintaining electrical equipment.
* (20) Maintain expertise in assigned area to fulfill project goals and objectives.
* (21) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
* (22) Keep supervisor informed of potential problems or unusual events.
* (23) Respond to inquiries and concerns in a timely manner.
* (24) Exhibit interpersonal skills to work as an effective team member.
* (25) Demonstrate support for the school system and its goals and priorities.
* (26) Demonstrate initiative in identifying potential problems or opportunities for improvement.
* (27) Prepare all required reports and maintain all appropriate records.
* (28) Participate in cross-training activities as required.
* (29) Perform other tasks consistent with the goals and objectives of this position.
* (30) May be required to work beyond the 40-hour work week.

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:

Salary and benefits shall be paid consistent with the System's approved compensation plan. Length of the work year and hours of employment shall be those established by the System.

EVALUATION:

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

Job Description Supplement No. 01

*Essential Performance Responsibilities