

ST. MARY PARSIH PUBLIC SCHOOLS  
ASSISTANT MAINTENANCE SUPERVISOR JOB DESCRIPTION

**POSITION:** Assistant Maintenance Supervisor

**REPORTS TO:** Maintenance Supervisor

**SUPERVISES:** District-wide maintenance personnel

**TERMS OF EMPLOYMENT:** 240 Day Employment.

**SALARY RANGE:** Salary in accordance with the approved St. Mary Parish Salary Schedule.

**CLASSIFICATION UNDER FAIR LABOR STANDARDS ACTS (FLSA):** Non-Exempt

- QUALIFICATIONS:**
1. High School diploma or GED equivalent.
  2. At least fifteen years' experience in electrical, mechanical, construction, and/or maintenance, or closely related field.
  3. A valid Louisiana driver's license with an excellent driving record.
  4. Strong knowledge in the repair and maintenance of HVAC systems.
  4. Knowledge in the repair and maintenance of plumbing, electrical, and structural systems within district facilities.
  5. Able to resolve complaints and concerns as necessary.
  6. Able to train and supervise staff, including organizing, prioritizing, and scheduling diverse work assignments in an efficient manner.
  7. Skilled in the use of computers, preferably in a PC, Windows-based operating system.
  8. Must be organized, personable, cooperative, and responsive to the needs of the district.
  9. Must demonstrate the ability to understand federal and state laws as related to building codes.
  10. Must be able to lift and carry a minimum of 50 pounds.
  11. Must pass physical examination and background check.

**EVALUATION:** Performance of this position will be evaluated by the Maintenance Supervisor in accordance with provisions of the St. Mary Parish Board Policy GBI-Evaluation.

**PERFORMANCE RESPONSIBILITIES:**

1. Verify that all necessary repairs/maintenance have been completed and that maintenance personnel have delivered this service in a safe, efficient, professional manner.
2. Assume all responsibilities of the Maintenance Department operation in the absence of the Maintenance Supervisor.
3. Assume responsibility for inventory of materials, tools, and supplies.
4. Manage all work activities, acquire necessary materials and supplies and organize paperwork associated with the work order process.
5. Collaborate with building principals and maintenance supervisor regarding the establishment of on-going preventive maintenance programs.
6. Request improvements to district facilities, replacement of parts and equipment, and needed preventative measures designed to maintain building appearance and functionality.
7. Coordinate work assignments, compliance to state and federal laws, inventory management, preventative maintenance planning, special projects, adherence to fire codes, energy management, asbestos abatement and Department of Health and Hospitals regulations.
8. Perform such other tasks and assume additional responsibilities as the Superintendent or designee may assign.

**QUALIFICATIONS:** The Assistant Maintenance Supervisor must be able to perform each essential duty satisfactorily. The requirements described herein are representative of the knowledge, skill, and/or ability essential to job performance. While performing duties, the Assistant Maintenance Supervisor is frequently required to stand, walk, speak, hear, and sometimes sit. The Assistant Maintenance Supervisor may occasionally push or lift up to 50 lbs. such as boxes of materials. The Assistant Maintenance Supervisor is frequently exposed to a work environment noise level, which is moderate to loud. The Assistant Maintenance Supervisor must have sufficient visual acuity to be able to work with computer monitor, print texts, and handwritten documents. The Assistant Maintenance Supervisor must possess basic language and communication skills to read, write, discuss, and present information to others in a clear, concise manner. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Information contained in this job description is in compliance with the American with Disabilities Act (A.D.A.) and not considered an exhaustive list of duties performed for this position. Additional duties are performed by the individuals currently holding this position. Additional duties may be assigned by the superintendent and/or superintendent's designee.

**This job description is a summary of the primary duties and responsibilities of the position. It is not intended to be a comprehensive listing of all duties and responsibilities. The St. Mary Parish School Board reserves the right to change this description at its discretion.**

**The signature and date indicate the undersigned has received access to an electronic or hard copy version of the job description and the St. Mary Parish Personnel Evaluation Plan and understands the duties and responsibilities required.**

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_