

70.00

SCHOOL DISTRICT OF BAKER COUNTY

JOB DESCRIPTION

SUPERVISOR, MAINTENANCE

QUALIFICATIONS:

- (1) License in EPA requirements and State license in Crafts.
- (2) Six (6) years experience in related jobs - Trades and Supervision.
- (3) Possess valid Florida driver's license.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge and skills to effectively use the tools of the trade. Knowledge of current building codes. Positive interpersonal skills essential to effective team building. Knowledge and skills to safely handle tasks related to gases.

REPORTS TO:

Director, Facilities, Maintenance & Property Control

JOB GOAL

To provide a safe, clean and attractive setting for student learning. Provide a safe working environment for all employees.

SUPERVISES:

Maintenance Personnel

PERFORMANCE RESPONSIBILITIES:

- * (1) Maintain all structures in good operational condition.
- * (2) Supervise all maintenance personnel.
- * (3) Evaluate all maintenance personnel.
- * (4) Cost out materials and purchase materials for jobs in progress.
- * (5) Process work orders and assign personnel to perform the necessary tasks.
- * (6) Develop and manage a preventive maintenance program.
- * (7) Maintain steam and gas equipment in cafeterias and throughout the system.
- (8) Develop plans and schedules outside contractors to perform tasks which are beyond the expertise or time constraints with District personnel.
- * (9) Perform safety inspections to determine that all equipment and facilities meet safety standards.
- * (10) Keep all heating and air conditioning units in safe and efficient working condition.
- * (11) Inventory equipment and materials to facilitate short- and long-range planned projects.

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SUPERVISOR, MAINTENANCE Continued)

- (12) Assist in the development of annual budget.
- (13) Perform other incidental tasks consistent with the goals and objectives of this position.

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 District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

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

*Essential Performance Responsibilities

Job Description Supplement Code 8