

WENTZVILLE R-IV SCHOOL DISTRICT

Position Description

Position Title: Maintenance Supervisor
Reports To: Director of Maintenance

SUMMARY

Assist the Director of Maintenance in maintaining all school facilities in a condition of operating excellence.

QUALIFICATIONS/REQUIREMENTS

The Maintenance Supervisor shall have a minimum of three years of experience in maintenance operations in a school system or company, and an in-depth knowledge of all phases of maintenance operations and services. A certificate, diploma, degree, or license in HVAC, Plumbing, or Electrical is required. Experience in a supervisory and management capacity are desirable.

ESSENTIAL JOB DUTIES

- Supports, trains, and provides guidance to maintenance employees.
- Manages the work order system.
- Performs evaluations of maintenance employees.
- Prioritizes all work to be completed each day.
- Plans and coordinates the maintenance, repairs, and upkeep of all school facilities and the grounds, including sports fields and playgrounds.
- Monitors work completion and performs quality control inspections.
- Plans and coordinates snow removal and mowing needs.
- Coordinates emergency repairs, as necessary, at all times during and after normal operating hours.
- Implements and coordinates programs for preventative maintenance.
- Plans, coordinates, and inspects work performed by outside contractors.
- Assists the Director of Maintenance in making recommendations for the assignment and employment of department staff.
- Inspects all school facilities for needed repairs and maintenance.
- Participates in the development of the annual maintenance budget.
- Supervises and coordinates activities related to purchasing, receiving, storing, and issuing of maintenance supplies, parts, materials, and equipment.
- Maintains filing systems and records pertaining to labor, material, and equipment costs.
- Assists in the development of specifications for supplies, materials, parts, equipment, and contracted services.
- Follows all policies and procedures as established by the Wentzville School District and the Board of Education.
- Attends meetings and complete training classes as required.
- Implements efforts as needed in energy conservation.

OTHER DUTIES AND RESPONSIBILITIES

Performs other duties as assigned by the Director of Maintenance.

ADA COMPLIANCE

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position and additional duties may be assigned when appropriate.

TERMS OF EMPLOYMENT

The Maintenance Supervisor shall be employed on a twelve-month basis with twenty-five (25) days of vacation. Salary for this position will be established annually.

EVALUATION

Performance in this position will be evaluated annually in accordance with the provisions of the Board's Policy on evaluation of administrative personnel.