

**ST. MARY'S COUNTY PUBLIC SCHOOLS  
SUPERVISORS AND ADMINISTRATORS POSITION DESCRIPTION**

**SUPERVISOR OF MAINTENANCE**

**POSITION:** Supervisor of Maintenance

**REPORTS TO:** Director of Maintenance

**LOCATION:** Department of Maintenance/Division of Supporting Services

**NATURE OF WORK:**

This is a skilled professional position with responsibility for assisting the Director of Maintenance in all areas of personnel and workflow management for the Department of Maintenance. The supervisor must be knowledgeable of the negotiated agreement and collaborate with the Foremen in the Department of Maintenance (Engineering Trades, Building Trades, and Vehicle Maintenance) regarding personnel and employment matters. The Supervisor will assist the Director in interviewing and recommending staff for hire, providing resolution of personnel concerns, implementing employee assistance plans, evaluating employee performance, providing a high level of customer service to school-based administrators, and identifying personnel development needs and training to promote personal growth. The Supervisor also works with the Facilities Compliance Analyst and Director with regard to the reporting requirements of the IAC Maintenance Effectiveness Assessment program, the workflow of maintenance tasks, and the management of assets. The Supervisor will be responsible for all associated reporting and recording of monthly work management processes such as (but not limited to) productivity, backlog, planned vs. unplanned work orders, aging open work orders, and customer satisfaction survey reports.

**ESSENTIAL FUNCTIONS:**

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate, and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate courteously and tactfully with staff, students, parents, and the community in a timely manner
- Ability to work under pressure
- Ability to oversee and provide direction to the designed department (personnel support for certificated and non-certificated employees)
- Ability to plan and implement short and long-range objectives which relate to the departmental and system-wide objectives
- Ability to lead, support the staff, and communicate professionally and effectively with internal and external stockholders
- Ability to exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents, colleagues, and the community
- Ability to demonstrate excellent leadership and organizational skills and the ability to motivate people and facilitate productive academic/organizational change

- Act as liaison with all appropriate administrators to maintain good working relations, identify concerns, and take timely and prudent action within the department's purview to satisfy and be responsive to the needs of the educational environment
- Highly effective spoken, written, and electronic communicator with the ability to speak before large, diverse groups
- Ability to adequately manage the comprehensive budget per procurement policies
- Ability to execute a maintenance operating plan that meets budgeted requirements
- Ability to manage the maintenance budget and allocation of funds for repairs and materials
- Ability to monitor expenses and assist in cost control efforts
- Ability to oversee a team of maintenance staff and assign tasks according to priorities and emergency situations
- Possess a thorough knowledge of construction methods, building equipment, and regulation and maintenance of assets
- Possess excellent time management skills and the ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Possess thorough knowledge of applicable Maryland laws, State Board of Education rules and regulations, Board of Education policies and regulations, regulations and procedures, and contractual obligations
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School

#### **DUTIES AND RESPONSIBILITIES:**

- Manages the CMMS (Computerized Maintenance Management System) for the Department of Maintenance, working under minimal supervision
- Assists with preparation of the Comprehensive Maintenance Plan annually
- Determines the priority of work, work order type, and shop area, and brings attention to those that would fall into the emergency or priority status
- Processes, assigns, and distributes work order requests for the Department of Maintenance, Operations, Food & Nutrition Services, and Safety & Security
- Researches and assures the integrity of critical data related to facility repair costs, employee productivity, and effectiveness of planned maintenance procedures
- Provides data for audits, as well as annual budget information, for administrative use at local and state-level meetings
- Administers and oversees contracted services by reviewing plans and specifications and evaluating work performed
- Inspects school system facilities to evaluate the physical condition of buildings, equipment, and grounds
- Collaborates with foremen to assure that planned maintenance tasks occur consistently to ensure extended equipment life, cost control, and a safer environment for SMCPs in its entirety
- Provides training and support for all current and new users of the work order system
- Maintains detailed employee files
- Works with association representatives to mediate employee differences/issues
- Maintains effective, proactive communications with the Director of Maintenance, Maintenance Foremen, the Maintenance office staff, and all Maintenance field staff
- Maintains effective, proactive communications with the Departments of Fiscal Services, Human Resources, Operations, Capital Planning, Information Technology Services, Food and Nutrition Services, Transportation, and Facilities Management
- Conducts employee evaluations
- Assists with Department of Maintenance interviews
- Approves and tracks leave and overtime requests

- Completes injury and worker compensation forms, as well as interview documentation forms
- Assures the proper flow of process and documentation of staff hiring and discipline
- Assists with planning and implementing in-service training programs to improve employee competency
- Maintains records needed for compliance with State and Federal codes and regulations
- Coordinates responses to Interagency Commission on School Construction (IAC) related to the Maintenance Effectiveness Assessments (MEA), Fire Marshall, Maryland Association of Boards of Education (MABE), and Health Department inspections
- Meets with foreman to resolve staffing issues
- Prepares recommendations and documentation for personnel disciplinary actions
- Prepares forms and administers annual employee evaluations
- Directly responsible for twenty-four (24) hour monitoring and coordinating the response to all incoming alarm and/or emergency maintenance calls received during assigned weeks, including after-hours and weekends
- Performs other related and nonrelated job duties as assigned

### **QUALIFICATIONS:**

#### **Required:**

- Bachelor's degree in management, administration, education, or field related to building maintenance, engineering, and/or construction
- Five (5) years of experience with supervisory responsibility in management, administration, education, or field related to building maintenance, engineering, and/or construction
- Must possess a valid driver's license with no more than four (4) Maryland current points. The applicant must not be convicted, pleaded guilty or nolo contendere, or received a probation before judgment or stet docket entry for any alcohol or controlled substances offense under federal or state law for a minimum of five (5) years prior to the use of a Board-owned vehicle. (Board Policy EEBA)

### **TERM OF EMPLOYMENT:**

Full-time twelve-month position.

**SALARY GRADE RANGE:** The salary for this EXEMPT position will be based on the SMASA salary schedule for eleven and twelve-month employees – Range D.

**BARGAINING UNIT ELIGIBILITY:** SMASA

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