JOB DESCRIPTION
Campbell County School District
Maintenance Supervisor

Job Summary

Position is responsible for supervising building, equipment, and grounds maintenance for Campbell County School and evaluating the performance of the department.

Qualifications

- Current valid educator license with endorsement in Administration and Supervision.
- Strong written, verbal, interpersonal and technology skills to successfully fulfill the responsibilities of the job.
- Adaptability to perform a variety of tasks simultaneously.

Essential Duties

Oversees that the Maintenance Foreman:

- Inspect building and machinery for defects.
- Repair and maintain machinery, plumbing, physical structures, electrical wiring, and fixtures in accordance with applicable codes and regulations.
- Cares for the tools, equipment, and materials being used and ensuring the tools, equipment, and materials are properly stored, clean, and in good repair.
- Knows and follows all safety rules and maintenance procedures.
- Remains on call and willing to return to duty as emergency needs require.
- Performs on-site maintenance tasks.
- Regulates heat/air conditioning systems to provide temperature appropriate to the season and to ensure economical usage of all utilities. Minimize utility use during times that students are not in school.
- Keeps records on all maintenance and repair work conducted including a record of any supplies ordered and used.
- Ensures all work is handled on a regular schedule to reduce the risk of larger and more complex issues and costs.
- Follows instructions and works without close supervision.
- Maintains a work order system.
- Maintains district-wide access for use of door keys and maintenance records for access.

The job description is not solely limited to the duties listed. The employee will be required to follow any other instructions and related duties assigned by the Director of Schools.

Campbell County Schools reserves the right to update, revise or change this job description and related duties at any time.

I acknowledge that I have read the job description for Technology Supervisor

Name (Print}	Signature	Date