



POSITION TITLE: Plant Maintenance Supervisor

St. John's Episcopal Parish Day School is distinguished by 70 years of demonstrated success in preparing children for lives of learning and service in our ever-changing society. Renowned for its Episcopal identity, a core belief in the potential of our children and the sanctity of childhood, the school delivers an unparalleled, values-driven preparatory education. Hard work, faith, honesty, and a commitment to excellence allow our graduates to thrive in high school, college, and beyond.

Located in the heart of Tampa, St. John's provides an exceptional education for 600 students in pre-kindergarten through eighth grade. The School's core values and Episcopal identity focus on inclusivity, support, respect, and the shared values reflected in the school's mission statement. Our students are *Empowered to Lead, Inspired to Serve*. A feeling of positive energy, inclusiveness, optimism, respect, and kindness permeates our campuses.

POSITION DESCRIPTION:

St. John's seeks an energetic and dynamic individual with demonstrated professional excellence to join our outstanding community as Plant Maintenance Supervisor. This is a full-time, twelve-month, benefits-eligible position, **with an immediate start date**. The successful candidate will be expected to successfully coordinate the installation, maintenance, and repair work in school facilities and grounds, work with and manage a team of three maintenance workers, regularly inspect the plant, execute work as necessary, maintain equipment and assign workers to various projects. He or she will possess an outstanding knowledge of building trades, cleaning procedures and maintenance. Specific responsibilities include the following:

- Supervise Maintenance staff of 3 employees.
- Prepare maintenance schedules in line with maintenance goals and monitoring compliance.
- Frequently inspect facilities to proactively detect potential problems and recommend the necessary repair or maintenance.
- Generate work orders, enter comprehensive job details, and assign work to qualified team members.
- Occasionally inspect the quality of performed maintenance work.
- Communicate policies, procedures, and any updates to maintenance staff.
- Check that every single job is executed on time, to the budget, and without compromising building users' safety.
- Work closely with vendors, outsourced service providers, and contractors to protect the interests of the facilities.
- Keep an eye on supplies, materials, and spare parts inventory and order as needed.
- Recommend budget items, contributing to the development of an annual maintenance budget.
- Recommend upgrades, overhauls, and other changes to major systems and equipment.
- Get quotes from vendors for facilities contract work/large purchases and make purchase recommendation to the administration.
- Actively participate in projects (e.g., remodeling or renovation).
- Actively discuss staff-related challenges with senior management.
- Coordinate daily cleaning and maintenance activities.
- Establish strategies to meet workload demands on time.
- Help with day-to-day maintenance work when needed.
- Comply with all health and safety regulations and practices on site.

- Conduct preventive maintenance work and follow-ups on all maintenance and repair work.
- Conduct safety inspections as scheduled.
- Serve as liaison with the School's security partner.
- Serve as liaison with the School's janitorial company.
- Work with the Head of School and administrators to proactively lead school safety and security measures.
- Serve as the primary 'owner' of the Crisis Management Manual, ensuring it is current and updated, as needed.
- Oversee purchasing, inventory management, and labor productivity improvement.
- Plays an active role in the Centegix Crisis Alert system testing.

The Plant Maintenance Supervisor is expected to have excellent organizational and time management skills. He or she will display natural leadership and possess superb communication skills. To ensure success, the maintenance supervisor should display strong problem solving and decision-making skills with a solid understanding of building maintenance, repairs, refurbishments, cleaning and managing staff. Top candidates will have demonstrated excellence at building and equipment maintenance procedures and have extensive knowledge of health and safety regulations and practices. Customer service skills appropriate to a School with young children.

Requirements:

- Bachelor's degree (highly advantageous).
- 2 years of experience as a maintenance supervisor (essential).
- Strong knowledge of building trades, cleaning procedures and maintenance.
- Solid understanding of health and safety regulations and practices.
- Effective budgeting and performance management.
- Fantastic organizational and leadership skills.
- Great eye for detail.
- Excellent communication and interpersonal skills.
- Works well under pressure and meets tight deadlines.
- Computer literate with capability in email and related communication tools.
- Great time management skills.
- Strong decision-making and problem-solving skills.

PROFESSIONAL DEMEANOR AND CHARACTERISTICS

Model daily the conduct we expect of our students and consistently exhibit the highest standards of professionalism. Ability to demonstrate initiative, leadership, collaboration, and independent thinking. Must possess strong people's skills and emotional intelligence when dealing with students, parents, and colleagues, as well as a demonstrated understanding of and investment in the School.

The Plant Maintenance Supervisor reports to the Director of Finance & Operations. The position is accompanied by a generous salary and benefits package.

St. John's Episcopal School is an exceptional work environment with low employee turnover. This position provides a truly outstanding individual the opportunity to join Tampa's premier K(4)-8 school and truly 'make a difference' in the lives of children and colleagues. Qualified candidates are invited to submit a current resume, cover letter, salary requirements, and list of not fewer than three references to Tim Harrison, Director of Finance & Operations, at hr@stjohnseagles.org. St. John's is an Equal Opportunity Employer.