PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 6793
Pay Grade: E04

FLSA: Exempt
PTS

MANAGER, MAINTENANCE SUPPORT SERVICES

MINIMUM QUALIFICATIONS

Associates degree from an accredited college or university in Accounting, Business Administration or a related field. Three (3) years of related experience which includes one (1) year in a coordinating or supervisory capacity. Demonstrated knowledge of computers and office software.

PREFERRED:
Bachelor's degree in Accounting, Business Administration or a related field.

MAJOR FUNCTION

Manages the area of maintenance services including accounting, customer service, and warehousing. Provides financial services, supervision, leadership, and direction. Exercises discretion and independent judgment.

ESSENTIAL RESPONSIBILITIES

- Supervises, trains and evaluates assigned personnel in the performance of designated work activities in the Maintenance Department including accounting, budget, payroll, customer service, maintenance parts & materials, and personnel.
- Makes recommendations that carry particular weight to hire and fire personnel.
- Recommends and initiates personnel actions.
- Oversees work schedules of assigned personnel.
- Facilitates capital outlay project budgets.
- Performs accounting and budget functions.
- Maintains budget and purchasing records and files.
- Creates, analyzes, and compiles financial reports.
- Coordinates annual inventory of maintenance warehouse.
- Approves Maintenance Department's payroll and adjustment functions.
- Orders supplies, equipment and materials.
- Oversees work order request processing.
- Performs other related duties as assigned.

TERMS OF EMPLOYMENT

Salary and benefits will be paid consistent with the district's approved compensation plan. The district shall establish the length of the work year and hours of employment.

Performance of the job will be evaluated in accordance with the provisions of the school board's policy on evaluation of personnel.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

HISTORY OF JOB CLASSIFICATION

ISSUED: 12/79 SSN; REVISED: 1/86 MW; BOARD APPROVED: 1/29/86; MQ'S REVISED: 2/93 PBL; BOARD APPROVED: 2/24/93; D&R REVISED: 4/00 AK; REVISED TITLE, MF, D&R, MQ's: 1/07; BOARD APPROVED: 2/20/07; REVISED FORMAT: 11/20/24 CS; NO BOARD APPROVAL NEEDED;

MANAGER, MAINTENANCE SUPPORT SERVICES

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds				X	
2. Lift objects weighing 21 to 50 pounds				X	
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds				X	
6. Carry objects weighing 21 to 50 pounds			X		
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time					X
10. Standing up to two hours at a time				X	
11. Standing for more than two hours at a time				X	
12. Stooping and bending					X
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors					X
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects				X	
19. Proofreading and checking documents for accuracy				X	
20. Using a computer to enter and transform words or data				X	
21. Using various technology tools				X	
22. Working in a normal office environment with few physical discomforts	X				
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions				X	
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions				X	
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls					X
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job					X