

Job Description

Title:	Supervisor of Maintenance
Minimum Qualifications:	High School Diploma; Must pass state competency exam
Immediate Supervisor:	Coordinator of Maintenance
Supervises:	Maintenance Staff
Salary:	Pay Grade H – Service Personnel Salary Schedule

RESPONSIBILITIES:

- I. Maintains positive work habits
- II. Performs duties efficiently and productively
- III. Maintains and upgrades skills

PERFORMANCE STANDARDS:

- I. Maintains positive work habits:**
 - 1) Adheres to appropriate safety, hygiene and health standards and maintains a safe work area
 - 2) Adheres to schedule and is punctual
 - 3) Demonstrates flexibility and adjusts to change
 - 4) Adheres to and implements new responsibilities and assignments
 - 5) Works cooperatively with the educational team as well as demonstrates courtesy and tact in interpersonal relations
 - 6) Uses good judgment and makes sound decisions
 - 7) Adheres to all school, county and state policies
 - 8) Demonstrates dependability
 - 9) Understands and implements the job description

- II. Performs duties efficiently and productively:**
 - 1) Exercises leadership skills in maintaining effective communication between the staff in each facility and the Maintenance Department
 - 2) Works cooperatively with school personnel, state and county officials and public
 - 3) Responds to or designates another Maintenance Department employee to respond to all emergencies, regardless of holidays, time of day or other inconvenience regarding but not limited to: vandalism, building security, request from law enforcement, inclement weather, equipment malfunction, roof failure, etc.
 - 4) Reads and interprets blueprints, schematics, architectural renderings and other construction and mechanical drawings
 - 5) Communicates with staff regarding new or possible replacement equipment and its function within the department
 - 6) Conducts periodic inspections of buildings and grounds to ensure compliance with Fire Marshal, health and safety hazards and environmental concerns

- 7) Obtains certification as an Asbestos Program Manager and assumes responsibility for all asbestos management plans
- 8) Understands compliance with E.P.A. regulations for all underground tanks
- 9) Understands compliance regulations for E.P.A. hazardous chemicals
- 10) Monitors standards for educational quality within school facilities
- 11) Assists with periodic meetings within department for personnel continuing education
- 12) Establishes a working inventory for equipment and supplies within the Maintenance Department
- 13) Understands the work order system established for Maintenance Department
- 14) Assists in assigning daily work orders
- 15) Collaborates with Coordinator of Maintenance with LSIC reports, summer projects and other major projects
- 16) Assists with implementation of comprehensive preventive maintenance program for all county facilities
- 17) Establishes direct communication with Maintenance Buyer to ensure effective material ordering
- 18) Contributes to the effective process of maintaining operational budget standards for department
- 19) Aids in monitoring of purchases made for Maintenance Department
- 20) Facilitates the inclement weather protocol for ensuring safety and functioning of the operational day for facilities
- 21) Assists with construction meetings when renovations or new constructions occur
- 22) Covers duties of Coordinator of Maintenance during his/her absence
- 23) Integrates with custodial staff in county to maintain ongoing needs
- 24) Involved with Crisis Response Team
- 25) Other duties as assigned by Coordinator

III. Maintains and upgrades skills:

- 1) Works toward self-improvement
- 2) Reacts favorably to constructive criticism
- 3) Attends meetings and takes part in staff development
- 4) Maintains computer skills