

LEAD MAINTENANCE & GROUNDS – (SCHOOL DISTRICT)

General Responsibilities

- This position will be responsible for the direct day to day supervision of the Operations Department employees whom are assigned to Maintenance. This is a working supervisor type position, which will require that the person doing this job will be able to supervise, manage, and motivate maintenance department employees. Oversight of outside contractors will also be required. The person in this position should have strong hands on capabilities in terms of being able to do or learn how to do many of the tasks that our maintenance department performs.
- This position will be responsible for prioritizing work that needs to be done. This position will work with the Director of Operations and other Administrators to have an understanding of what the needs and priorities of the District are. This person in this position will also need to be able understand and balance the budget restraints of the Department in making decisions.
- This position will require someone whom is capable of communicating and working with computer systems. This person will need to have demonstrated capabilities using e-mail, word, and excel programs, with the ability to learn heating control programs and E-Term.
- The person in this position will need to have the ability to build strong working relationships with co-workers and staff.
- Responsibilities will include working with contractors and approving proposed repairs. Demonstrated experience with management and coordination of contractors and sub contractors will be very important.
- Responsible for phone follow up with contractors, the issuing of purchase orders, and the completion of paper work as needed for purchasing of supplies and services. Also responsible for seeking out the appropriate parties to perform the repairs and installations as needed.
- Responsible for taking the initiative to resolve problems, and work with other staff members throughout the district as needed.
- Responsive in a courteous and helpful manner to all members of the community, treating them as a customer.
- Communicating problems through the chain of command in an appropriate manner.
- Must be a team player and supportive of the overall goals of the Operations Department and (School District).
- Responsible for working with other members of the team to resolve all problems in a manner that is beneficial to the district.

District Responsibilities

- Monitor the quality of work being done through out the district, and as needed address performance issues within the maintenance department.

- To be the “front line communicator” to work out personnel concerns within the department in an effective manner to do what is right for the District & the Employee.
- Work with vendors, including oversight of vendors while they are working, and the calling of service vendors to resolve building maintenance and service issues.
- Communication within the maintenance department.
- Scheduling of people to work overtime as needed.
- Additional duties as directed by the Director of Operations.
- This is a working supervisor position.

Skills

Proven abilities in the maintenance of large buildings and the supervision of others.

Basic Mechanical Aptitude. This position requires a person who has a good basic understanding of mechanical equipment and building maintenance.

People Management Skills. This person needs to demonstrate their ability to resolve people problems in a manner that is positive for all people involved.

Ability to define a reasonable amount of time that a task should take, and then get their employees to perform at that level of production.

Scheduling. This person will need to have good abilities when it comes to scheduling work in a manner that assures that all tasks get completed.

Management. Strong abilities in motivating employees, and sorting out what the real issues are when problems or conflicts arise. This person needs to be good at making decisions as to what the most important priorities are, and what the most important needs of our customers are.