

MAINTENANCE SUPERVISOR

Direct the operation of the physical plant department, including building maintenance, grounds maintenance and custodial services. Exercise independent judgment subject to evaluation of results.

QUALIFICATIONS:

- High school diploma or equivalent.
- Five years full-time experience as a journey trades worker and three years experience in a supervisory capacity.
- A college degree in mechanical or electrical engineering may be substituted for up to two years of field experience.
- Other related work experience may also qualify for consideration.
- All work experience should relate to large-scale physical plant operation and maintenance, with institutional experience being the most desirable.

RESPONSIBILITIES:

1. Schedule and supervise maintenance workers in repair, installation, maintenance and alteration of buildings and physical plants.
2. Establish priorities and construction, maintenance, and operation schedules in order to maximize use of personnel and material.
3. Review and schedule work orders and maintenance requests for all crafts and balance manpower requirements with manpower availability.
4. Schedule and supervise grounds keepers in the maintenance and improvements to grounds and equipment.
5. Schedule and supervise preventive maintenance on buildings and facilities.
6. Schedule and supervise custodial staff during non-school time frames (i.e., summer months, etc., and act as second line supervisor during normal school time frame.
7. Responds to school district emergencies after hours and/or weekends.
8. Evaluate and purchase maintenance supplies, grounds supplies, and custodial supplies and equipment.
9. Train and review actions of personnel; make appropriate recommendations regarding such personnel matters as selection, discipline, and termination.
10. Provide technical assistance to administrative departments on problems related to existing facilities.
11. Assist in building inspections and data collecting to determine necessary repairs/improvements.
12. Assist in developing a budget for the department.
13. Assist in developing departmental procedures and policies.
14. Act upon leave requests and maintain time reports and leave records.
15. Maintain a safety program as required.
16. Enforce safety rules and regulations.
17. Establish standards of work skills, equipment, and materials for the department.
18. Provide assistance and services to other departments as needed.
19. Perform related duties as required.

TERMS OF EMPLOYMENT:

260 day work year with one to four weeks of vacation.

Salary range: ____ to ____