

MAINTENANCE/GROUNDS SUPERVISOR

QUALIFICATIONS:

- Experience as a school maintenance person.
- Experience and knowledge in basic maintenance and grounds, such as carpentry, electricity, HVAC, plumbing, grounds care, etc.
- Have worked in a school system for no less than five years.
- Be able to supervise people in this field.

REPORTS TO: Assistant Superintendent for Business

JOB FUNCTIONS:

1. Be responsible for general maintenance, security, and condition of all district buildings, grounds and maintenance equipment, trucks, mowers, etc.
2. Be responsible for the general supervision of all maintenance and grounds personnel.
3. Recommend to the Business Administrator the employment or termination of all maintenance/grounds personnel.
4. Develop and instruct a maintenance program for maintenance/grounds personnel.
5. Work with Business Administrator to develop budgetary needs.
6. Make periodic inspection of equipment, grounds, and buildings in district.
7. Develop inventory system for equipment and tools as well non-instructional supplies and equipment.
8. Keep Business Administrator informed of the status of these activities and responsibilities.
9. Monitor contracted maintenance service.
10. Sit in on site meetings to gain of knowledge of buildings and additions.