**Maintenance Supervisor**

**Job Description**

**POSITION SUMMARY:** This position maintains buildings, various systems, equipment, and grounds in top condition to ensure full and productive use of district facilities subject to all safety and code requirements and district policies.

**DUTIES AND RESPONSIBILITIES:** These duties and responsibilities are judged to be “essential functions” in terms of the Americans with Disabilities Act or ADA. The statements below are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.

**General Responsibilities:**

* The Maintenance Coordinator reports directly to the Director of Operations and is second in command in the Operations Department.

* The Maintenance Coordinator is responsible for the direct day-to-day supervision of the maintenance employees who are assigned to the Operations Department.

* This is a supervisory position, which requires the ability to supervise, manage, and motivate the maintenance employees. This is a working supervisor position.

* Monitor the quality of work being done throughout the district, and as needed, address performance issues within the Operations 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 and the employee.

* Scheduling and oversight of outside contractors as needed. Responsibilities will include working with contractors and approving proposed repairs.  Demonstrated experience with management and coordination of contractors and subcontractors will be very important.

* The Maintenance Coordinator must have the capability of being able to do, or learn how to do, many of the tasks that our Operations Department performs.

* Responsible for prioritizing work that needs to be done. Will monitor the district’s work order system and assign the appropriate maintenance staff to complete the work orders.

* Works with the Director of Operations to have an understanding of what the needs and priorities of the district are.

* Is able to determine what is needed to complete assigned tasks. Skillfully and efficiently uses time and resources to execute those tasks.

* Expected to follow and maintain all Federal, State, and Local safety and code requirements.

* Possesses knowledge of safe work habits and practices the same.

* Has experience and abilities in all aspects of Facility Maintenance.  The Maintenance Coordinator should have knowledge and skill in many areas, but is not expected to be an expert in all areas.  Areas to be knowledgeable in include, but are not limited to: Carpentry, Plumbing, Electrical, HVAC, Grounds, Maintenance, Equipment Repair, Door Hardware, and Data Cabling.

* Is available for any work assignment as deemed necessary to resolve maintenance and/or operational problems within the district. This could include working overtime, weekends, and holidays as needed.

* Capable of communicating and working with computer systems. Required to have demonstrated capabilities using e-mail, Word, and Excel programs. Has the ability to learn heating control programs. The keeping and utilizing electronic files is an integral part of this position.

* Has the ability to read blueprints and be able to use the information shown on them to help solve problems.

* Has the ability to work with existing filing systems, improve existing systems, and develop new systems.

* Responsible for working with other members of the team to resolve all problems in a manner that is beneficial to the district. Has the ability to build strong working relationships with co-workers and other district staff.

* 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 the (School District).

* Reports to the proper authority any unsafe or dangerous conditions existing on school properties or within the buildings and any irregular use of buildings and grounds.

* Continually attempts to increase his/her skills and is knowledgeable about updated equipment and methods by attending school, seminars, etc.

* The Maintenance Coordinator will be a member of the Emergency Response Team for the Operations Department.

* Participates on emergency work crews and works overtime whenever needed. Scheduling of people to work overtime as needed.

* May be required to be on emergency call lists for the district as needed.

* Performs additional duties as assigned or directed by the Director of Operations.

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