

TITLE

Maintenance Supervisor

QUALIFICATIONS

- At least three (3) years' experience in administrative work;
- Practical experience in carpentry, plumbing, electricity, refrigeration, and electronics;
- Knowledge of problems in school plant maintenance and operation; and
- Meets necessary health and physical qualifications.

JOB GOAL

To ensure that all buildings and equipment are maintained in a clean and orderly condition so that full use of them may be made at all times.

ESSENTIAL FUNCTION

- Assumes responsibility for all buildings meeting safety standards;
- Coordinates and supervises activities of workers engaged in maintaining and repairing utility systems and physical structures of buildings;
- Inspects completed work for conformation of blueprints, specifications, and total safety;
- Requisitions tools, equipment and supplies;
- Prepares reports on costs of work done, materials used, and labor expended;
- Develops a system of responding to emergency calls after regular working hours of building and ground crews;
- Develops a preventive maintenance program for buildings and grounds;
- Reviews applications for maintenance positions and makes recommendations of maintenance personnel for employment to the director;
- Makes and coordinates work assignments of maintenance personnel;
- Makes recommendations regarding improvements in maintenance;
- Requisitions for purchase all maintenance supplies and equipment subject to approval by the director;
- Makes reports to the director of any accidents in his department;
- Keeps time records of all maintenance employees and approves vacation times, subject to approval by the director;
- Furnishes estimates of repair costs and materials when requested;
- Maintains architectural drawings and records of remodeling or alterations to school plants;
- Maintains contacts with vendors, engineers, architects, and contractors during construction;
- Oversees department budget and ensures that all work is completed within its limits;
- Locates substitutes for absent maintenance employees, when necessary; and
- Performs other duties as assigned.

PHYSICAL DEMANDS

This job may require lifting of objects that exceed 50 lbs., with frequent lifting and/or carrying of objects weighing up to 25 lbs. Other physical demands that may be required are as follows:

- Pushing and/or pulling
- Climbing
- Stooping, kneeling, crouching, and/or crawling
- Reaching
- Talking
- Hearing
- Seeing

VOCATIONAL PREPARATION

The required vocational preparation may come from any of the following:

- Vocational education
- Apprentice training
- On-the-job training
- Essential experience

TEMPERAMENT (Personal traits)

- Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
- Adaptability to accepting responsibility for the direction, control, or planning of an activity.
- Adaptability to dealing with people beyond giving and receiving instruction.
- Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.

CAPACITY AND ABILITY REQUIREMENTS

Specific capacities and abilities may be required of an individual in order to learn or perform adequately a task or job duty.

- Intelligence: The ability to understand instructions and underlying principles. Ability to reason and make judgments.

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- Verbal: Ability to understand meanings of words and the ideas associated with them.
- Numerical: Ability to perform mathematical operations quickly and accurately.
- Spatial: Ability to comprehend forms in space and understand relationships of plane and solid objects.
- Manual Dexterity: Ability to move the hands easily and skillfully.
- Color Discrimination: Ability to perceive or recognize similarities or differences in colors or shades or other values of the same color.

WORK CONDITIONS

Some physical discomfort due to being in various areas inside and on exterior of buildings in varying weather conditions.

GENERAL REQUIREMENTS

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.

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