

WAKULLA COUNTY SCHOOL BOARD JOB DESCRIPTION

TITLE: Maintenance Supervisor

EMPLOYEE CATEGORY: 6/Educational Support Personnel

QUALIFICATIONS:

1. High School Diploma or equivalent with eight (8) years successful experience in maintenance or construction, five (5) years of which must have been in a supervisory capacity; **or**,
2. Possess a Bachelor's Degree from an accredited institution in the construction field with three (3) years experience in the maintenance or construction field.
3. Possess a valid state of Florida Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of skills, tools and equipment used in repair and maintenance of school facilities. Knowledge of regulations and plans related to managing hazardous materials. Ability to read drawings and schematics. Skills in establishing priorities and scheduling. Knowledge of building materials. Ability to communicate effectively both orally and in writing. Skill in the use of a computer. Knowledge of statutes and regulations as they relate to facilities and maintenance.

REPORTS TO: Executive Director of Facilities and Maintenance

JOB GOAL

To ensure maximum utilization of materials and manpower in meeting the maintenance, upgrade and/or upkeep of District facilities and grounds.

SUPERVISES: Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

Service Delivery

1. Supervise and coordinate work of craftsmen and other workers in the repair and maintenance of facilities and equipment.
2. Authorize the procurement of materials and equipment for work assignments.
3. Process bills and invoices for supplies, materials, equipment and any outside contracted services.
4. Conduct inspections of facilities and evaluate work performed by craftsmen and other workers as well as work performed by outside contractors.
5. Monitor inventory control procedures.
6. Oversee the maintenance of assigned vehicles and equipment as required.
7. Provide for a safe and secure workplace.

3-16a

Inter / Intra-agency Communication and Delivery

8. Communicate effectively with staff and vendors.
9. Keep supervisor informed of potential problems or unusual events.
10. Coordinate work schedules with appropriate building administrators.
11. Respond to inquires or concerns in a timely manner.
12. Assist with the bid, evaluation and purchase of supplies, materials, and equipment for the maintenance department.
13. Assist with the development and execution of management plans for hazardous materials.
14. Assist with the preparation and execution of preventive maintenance programs.

Employee Qualities/Responsibilities

15. Model and maintain high ethical standards.
16. Participate in workshops and training sessions as required.
17. Coordinate training/updating of skills for assigned maintenance workers.
18. Demonstrate initiative in the performance of assigned responsibilities
19. Use appropriate interpersonal styles and methods to guide individuals and groups toward task accomplishment.

System Support

20. Prepare all required reports and maintain all appropriate records.
21. Follow all School Board policies, rules and regulations.
22. Exhibit interpersonal skills to work as an effective team member.
23. Demonstrate support for the School District and its goals and priorities.
24. Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
25. Maintain confidentiality regarding school matters.
26. Perform other incidental tasks consistent with the goals and objectives of this position.
27. Perform such duties and responsibilities associated with the ADA and OSHA as they relate to assigned areas.

PHYSICAL REQUIREMENTS: Medium Work

Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT: 12 Month

Salary and benefits shall be paid consistent with the District's approved compensation plan. Hours of employment shall be those established by the District.

EVALUATION: Annually by the designated Administrator

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

SALARY ITEM NUMBER: 40, Level VI

3-16b