

MAINTENANCE SUPERVISOR (BUILDINGS AND GROUNDS) (SCHOOLS)

DISTINGUISHING FEATURES OF THE CLASS: This is supervisory work which involves the scheduling, direction and training of work crews in the maintenance of school buildings and grounds. Some personal participation in crew activities may be required. The supervisory work also includes recommending hiring, promotion and discipline of subordinates. All work is accomplished in accordance with prescribed policies of the school district under the general supervision of a Director of School Facilities, with considerable leeway for the exercise of independent judgment in completing assigned work projects. Direct supervision is exercised over a number of custodial, maintenance and grounds staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Schedules, supervises and coordinates the work of the maintenance, custodial and groundskeeping staff making sure that there is adequate coverage for the particular activity planned, weather conditions or in the event of absences due to sick leave, vacations or vacancies;

Oversees daily work performance by visiting each building site, investigating complaints, monitoring any operational problems and offering solutions;

Insures the timely completion of preventive maintenance orders and work requests including preparation for special athletic events and school activities;

Schedules and supervises the district's transportation driver and courier to make sure that their services are rendered in a timely manner;

Schedules mandated department workshops such as Right to Know, Bloodborne Pathogens, Asbestos Awareness, etc., making sure that all employees who are required to attend do so;

Provides custodial coverage for sport practice and games and extra curricular activities during weekends, holidays and after school hours;

Maintains a computer database inventory of all custodial/maintenance equipment and supplies;

Accompanies inspectors making mandated inspections (e.g. fire, insurance, OSHA, etc.) and follows up as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles of supervision, particularly as applied to a diversified maintenance program; good knowledge of the practices, tools and terminology of the building maintenance trades; good knowledge of the principles and practices of safety as related to buildings and grounds work; ability to schedule, direct, train and motivate a group of subordinates; ability to understand and carry out moderately difficult oral and written instructions; ability to get along well with others; ability to maintain records and prepare reports.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and seven (7) years of experience in building maintenance and/or construction involving one or more trade skills and in the maintenance of grounds. (Time spent as a laborer or trade helper will not be considered qualifying).

NOTE: Possession of a college degree in a field applicable to the physical maintenance or construction of buildings or grounds may be substituted for up to five years of the required experience on a year-for-year basis. Additional years of the required experience may be substituted for high school education on a year-for-year basis.