

Maintenance Supervisor

Reports to: Director of Physical Plant

Qualifications

The Maintenance Supervisor should be able to:

1. Show expertise or familiarity in HVAC, plumbing, electrical wiring, welding, painting, roof work, carpentry, floor cleaning, and waxing.
2. Work with a minimum of supervision.
3. Supervise the maintenance staff assigned to the district.
4. Perform demanding physical labor and tasks/skills required to keep grounds clean and safe.

Other Requirements

Clearance on background check that is satisfactory to the Senior Administration. Possess positive character traits that are student-centered. Possess ability to interact and communicate effectively with others.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Functions

1. Maintain school physical plant and grounds, and assist in the maintenance of a safe, clean, and healthy school environment.
2. Report to work appropriately dressed and in proper condition to perform all assigned duties.
3. Efficiently organize the daily routine and the work schedule.
4. Maintain all buildings, grounds, and equipment using own expertise and in-house labor as much as possible.
5. Recommend purchase of maintenance supplies and equipment.
6. Assist with in-house renovation projects.
7. Carry out preventative maintenance and regular maintenance programs as directed by the Director of Physical Plant.
8. Advise the Director of Physical Plant of maintenance concerns.
9. Report major equipment malfunctions to the Director of Physical Plant.
10. Execute specific projects as directed by the Director of Physical Plant or the Business Manager.

11. Assist in the establishment of energy conservation programs.
12. Institute energy conservation measures where feasible.
13. Be responsible for testing security, fire extinguishers, alarms, heating and cooling systems.
14. Assist the Director of Physical Plant in providing an inventory of all maintenance supplies and equipment.
15. Periodically inspecting building structure maintenance of roofs, exterior walls, doors, windows, ceiling, floors, etc.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Physical Demands

The individual who holds this position: Is regularly required to walk, hear and speak; must have close moderate and distance vision ability; must be able to travel between district facilities; must be able to communicate in noisy environments such as construction sites.

Attendance

Consistent and regular attendance is an essential function of this position.

The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Conditions and Environment

The individual who occupies this position will regularly be required to work outside, occasionally in inclement weather including rain, snow and temperatures below freezing or in excess of 100 degrees.

Evaluation of Performance and Employment

The evaluation of performance and consideration for employment will be under the jurisdiction of the Director of Physical Plant in consultation with the Business Manager.

Type of Position

12 months, Non-exempt

Maintenance Supervisor (cont.)

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Branson Public Schools