

**Job Title:** Maintenance Supervisor

**Qualifications:**

1. Good general health.
2. High school graduate.
3. Minimum of nine years experience in general building maintenance. Specialized technical experience in construction, mechanical, electrical, and related areas helpful but not required.
4. Experience in supervising general maintenance operations required.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**Reports to:** Superintendent

**Supervises:** Maintenance Workers

**Job Goal:** Assist in the coordination of the School System Maintenance Program.

**Performance Responsibilities:**

1. Conduct and supervise inspections of school buildings, grounds, and equipment to determine condition and maintenance needs.
2. Provide technical supervision and assistance to appropriate maintenance personnel.
3. Direct the activities of the maintenance workers and evaluate their performance.
4. Maintain an inventory system for all parts and supplies.
5. Assist in recruiting, screening, and evaluating the performance of maintenance employees as assigned.
6. Assist in establishing standards for maintenance operations and insure adherence to these standards.
7. Provide a continuing training program for maintenance personnel under his supervision.
8. Work with the architect on maintenance projects as assigned.
9. Assign work orders for maintenance personnel under his supervision.
10. Be regular and punctual in attendance.

## **Maintenance Supervisor (cont'd)**

11. Maintain proper and professional relationship with students and other employees.
12. Perform duties in a manner that promotes good public relations.
13. Maintain confidentiality of all school system related business.
14. Assist with the observation and evaluation process of maintenance personnel as assigned.
15. Be familiar with and follow Board of Education policies.
16. Perform other job related duties that might be reasonably assigned.

**Terms of Employment:** Twelve-month contract. Salary according to appropriate current schedule. Subject to emergency calls. A vehicle furnished with a two-way radio, full time for transportation between home and office and for all other official travel.

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the Board's policy.

Approved: June 17, 1997