

# SCHOOL DISTRICT OF GADSDEN COUNTY

## JOB DESCRIPTION

### MAINTENANCE SUPERVISOR

#### QUALIFICATIONS:

- 1) High School Diploma or equivalent
- 2) Minimum of ten (10) years successful experience in the field of construction and maintenance, at least three (3) of which were in a supervisory position

#### KNOWLEDGE, SKILLS AND ABILITIES:

- 1) Knowledge of laws, rules and regulations of facilities and maintenance
- 2) Ability to communicate effectively both orally and in writing
- 3) Skills in positive people management
- 4) Ability to organize, manage time and prioritize duties
- 5) Ability in the use of analytical skills for problem-solving
- 6) Knowledge of construction techniques and budgets for construction
- 7) Knowledge of county zoning building codes
- 8) Knowledge of current research, trends and best practices
- 9) Ability to work cooperatively with school personnel, community and other departments and agencies

#### REPORTS TO:

Director of Facilities

#### JOB GOAL

To provide the leadership and supervision necessary for the construction and maintenance of all facilities of the District.

#### SUPERVISES:

Lead Worker	Air Conditioning and Refrigeration Mechanic
Maintenance Assistant	Boiler / HVAC Mechanic
Carpenter	Maintenance Worker - General
Electrician	

#### 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:

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

#### EVALUATION:

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

Job Description Supplement No. 10

Maintenance Supervisor (continued)

**PERFORMANCE RESPONSIBILITIES:**

**Service Delivery**

- 1) Coordinate and assist various tradesmen as needed
- 2) Coordinate maintenance and deferred maintenance activities regarding physical plants
- 3) Maintain and coordinate procedures to ensure a safe, clean, attractive and pleasant school environments
- 4) Receive work orders, establish priorities and assign personnel

**Interagency Communication and Delivery**

- 5) Coordinate activities of the maintenance department with schools and other departments
- 6) Coordinate day labor on maintenance and construction projects
- 7) Promote cooperative relationships and coordinated efforts among support services to facilitate the instructional program

**Systemic Functions**

- 8) Develop, maintain and coordinate procedures to ensure timely response to plant maintenance of an urgent nature
- 9) Supervise the dispersal of required materials and supplies
- 10) Supervise assigned personnel and conduct annual performance appraisals
- 11) Exhibit confidence and commitment to the vision and mission of the District
- 12) Perform other duties as assigned