



PHILADELPHIA PUBLIC SCHOOL DISTRICT

Job Description



TITLE: Maintenance Supervisor

Board Approved: September 8, 2015

EDUCATION QUALIFICATIONS AND PREREQUISITES

1. High school diploma or equivalent; experience may substitute for education
2. Five years of experience in carpentry, electricity, plumbing and related areas
3. Possess an electrician license
4. Ability to determine maintenance and construction needs and develop cost projections
5. Ability to delegate and supervise work to be performed by others
6. Ability to make accurate estimates of time and materials needed for projects or jobs
7. Fundamental knowledge of maintenance for school facilities
8. Ability to diagnose/troubleshoot and repair various types of facility needs
9. Possess skills to develop interpersonal relationships with administrators, school staffs, and peers
10. Ability to communicate both verbally and in writing
11. Such other qualifications as may be set by the Board of Trustees

SUPERVISES

Maintenance and custodial staff

REPORTS TO

Superintendent

JOB GOAL

To provide a safe, efficient, and fiscally responsible service to all sites while maximizing productivity and minimizing loss exposure

To support the *Mission and Beliefs* of the District when carrying out duties and responsibilities as assigned

TYPICAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT NOT LIMITED TO:

SAFETY/SECURITY

1. Manage work processes to ensure safe operation for employees, school staff, students, and visitors
2. Exercise proper safety precautions and follow all codes and regulations
3. Work with site administrators on security/safety protocol
4. Work with the School Security Guard and the School Resource Officer

WORKER'S COMPENSATION

1. Manage work processes in order to reduce premiums
2. Accident investigation to determine where process improvement is needed

PHYSICAL PLANT/OPERATIONS and MAINTENANCE

1. Develop and manage annual fiscal department budget
2. Develop and manage routine and emergency repairs to facilities
3. Install, maintain and repair water lines, sewer lines, lavatories, commodes and other fixtures, gas lines, steam lines, and steam fixtures in buildings
4. Identify location of all water and gas shut-off valves at each site

5. Install and maintain water lines, back flow preventers, sewer and gas systems, valves, gates and hydrants
6. Repair/replace service drainage systems
7. Energy management: utility costs for electricity, gas, water, and sewer
8. Install, alter, maintain and repair wiring systems, P.A. systems, fans, lights, and other electrical fixtures and equipment
9. Upgrade circuits and runs that are not within specifications/limitations of the electrical codes
10. Develop and supervise work schedules and/or rotations to maximize productivity
11. Manage work order system
12. Manage work flow
13. Plan pro-active maintenance and equipment replacement
14. Follow-up and/or redirect as needed
15. Bi-monthly site visits to address physical plan concerns with site administrators

GROUNDS MAINTENANCE and BEAUTIFICATION

1. Develop and manage routine and emergency repairs to grounds
2. Ensure that grounds are cut
3. Ensure that shrubs are well maintained

CUSTODIAL PROCESS

1. Oversee custodial process for the district
2. Manage monthly/semester supply purchases and delivery
3. Bi-monthly custodial site visits
4. Develop and implement summer cleaning schedule and order products

WAREHOUSING

1. Manage pickup and delivery of products requested by sites
2. Manage fixed asset inventory system for the maintenance department

OTHER

1. Keep the superintendent abreast of all work and needs
2. Implement and carry out all duties efficiently, promptly, and dependably
3. AHERA: Periodic surveillance, abatement planning
4. Develop cost estimates on proposed jobs for submission and approval of the superintendent
5. Fleet maintenance
6. Special projects
7. Perform other duties as assigned

TERMS OF EMPLOYMENT

235 days annually with salary as approved by the Board of Trustees

EVALUATION

Performance of this position will be evaluated annually in accordance with the provisions of Board Policy.