

# Sunflower County Consolidated School District

Miskia Davis, Interim Superintendent

*"United For Excellence"*



## JOB DESCRIPTION

**TITLE:** Maintenance Supervisor

### QUALIFICATIONS:

- Experience in supervisory capacity preferred
- Experience in construction activities
- Experience in asset management, worker's compensation or safety management
- Experience in contract management
- Good physical condition with ability to lift 50 pounds
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable to perform this job successfully

**REPORTS TO:** Director of Organizational Support

**SUPERVISES:** Assistant Maintenance Supervisor, Maintenance Workers, and Maintenance Supply Helper

**JOB GOAL:** To provide for the efficient, effective, and safe operation of the district's maintenance and facilities' functions throughout the district.

### PERFORMANCE RESPONSIBILITIES:

- Keep informed of the latest trends, developments, and products in the areas of maintenance, repair, and upkeep, and encourages innovation and prudent experimentation as appropriate
- Inspect all school buildings, grounds and installations on a regular basis for needed repairs and maintenance and determines that high standards of workmanship, cleanliness, safety, and security are maintained
- Establish and recommend priorities on repair projects
- Establish estimates for repairs on projects in terms of labor, material, and overhead
- Assign and supervise crews of craft persons for maintenance work such as replacing worn or defective wiring, switches, faucets, plumbing fixtures, and the like, and the repairing of fencing, asphalt, concrete, ceilings, floors, and walls
- Assign and inspect work of the maintenance crew
- Develop an efficient system for dealing with emergency repair problems
- Prepare reports on costs of work performed, materials used, and labor expended
- Make recommendations on supplies and equipment for purchase following district purchasing procedures
- Monitor work order completion and deferred maintenance program
- Consult with building principals regarding the establishment of regular preventive maintenance programs
- Maintain personnel and other records as required

**Sunflower County Consolidated School District**  
"United For Excellence"



- Recruit, screen, recommend for hiring, and train all craft persons necessary to the maintenance program
- Coordinate the hiring and monitoring of contractors to perform designated maintenance or repair services
- Conduct periodic inspections of all school facilities to ensure fire safety
- Prepare and recommend items for the department operating budget and monitors expenditures
- Maintain a coordinated inventory control program for all areas of the department
- Make recommendations for the assignment of and the termination of employment of all personnel encompassed within his area of operations
- Conduct a continuing program of staff training and personnel development
- Oversee the operation of the physical plant systems and emergency generators
- Conduct a program to prevent and solve indoor air problems with minimal loss and expense, while maintaining a healthy level of Indoor Air Quality (IAQ)
- Assume the responsibility of the LEA (Local Education Agency) designee for compliance with AHERA (Asbestos Hazard Emergency Response Act) and FEMA
- Monitor and inspect bid specifications and performance quality of all outside contractors.
- Assume the responsibility for district safety and risk management programs
- Perform such other tasks and assumes such other responsibilities as requested by his/her supervisor(s)

**TERMS OF EMPLOYMENT:** Salary and work year established by SCCSD School Board.

**EVALUATION:** Performance of this job will be evaluated bi-annually by the Superintendent.

**Approved by:** SCCSD School Board Date: \_\_\_\_\_

**Reviewed and agreed to by:** \_\_\_\_\_ Date: \_\_\_\_\_  
(Employee)

\_\_\_\_\_ Date: \_\_\_\_\_  
(Supervisor)