

Policy No: 412.01 R3
Approved: 4-13-2015
Revised:

JOB DESCRIPTION, MAINTENANCE SUPERVISOR

The maintenance supervisor is an "at will" employee assigned, supervised, and evaluated by the superintendent of schools. His/her duties shall include, but not be limited to, the following:

1. Maintaining and directing the mechanical maintenance program while adhering to OSHA, state regulations, and laws. This shall include but not be limited to the following: electrical, plumbing, heating, air-conditioning, and fire alarm systems.
2. Overseeing and directing the general maintenance of all buildings. This shall include but not be limited to the following: roof repair, repairing damaged ceilings, walls, floors, etc., replacing broken glass and repairing windows, painting, and floor resurfacing, including the gym floor.
3. Contracting for services when the solution to a problem is beyond the capability of trained staff. Upon approval of immediate supervisor employing additional part-time help if necessary for snow removal and post-activity cleanups.
4. Checking mechanical rooms and/or equipment to assure proper functioning during the school year.
 - A. Opening the buildings in the morning.
 - B. Practice as much preventive maintenance as possible.
 - C. Maintain boiler room and storage spaces in a clean neat organized manner.
 - D. Check the heating units, cooling units, air filters, water heaters, and thermostats.
 - E. Keep an updated inventory list of all equipment, tools, and supplies.
5. Repairing building equipment such as desks, chairs, tables, shades, doors and locks, water fountains, A-V office equipment, etc.
6. Annually establishing an operation and maintenance budget, subject to the approval of or in coordination with the superintendent of schools. The annual budget shall include the purchasing of custodial and maintenance supplies and equipment for the ensuing school year.
7. Developing and implementing energy conservation plans and programs, reducing energy consumption and costs.
8. Recommending needed improvements to campus. With the approval of the superintendent of schools and/or board of education, soliciting bids, negotiating costs, contractors and overseeing work done, etc.
9. Preparing for and directing summer maintenance and repair programs. This shall include but not be limited to:
 - A. Preparing project lists, with cost estimates, in March.
 - B. Supervising and/or coordinating approved projects until completion.
 - C. Reviewing project lists with superintendent of schools prior to April 1.
 - D. Reviewing facilities with superintendent and Facilities Committee in February.
10. Over-seeing school district's winter snow removal.

Policy No: 412.01 R3
Approved: 4-13-2015
Revised:

11. Overseeing and assisting in the care and cleaning of the facilities. This shall include, but not be limited to the following :
 - A. Empty the garbage cans in the cafeteria and kitchen daily.
 - B. See that all facilities are presentable and in good general appearance at all times.
 - C. When school is in session machine clean the cafeteria on the last school day of each week.
 - D. When school is in session machine clean the main gym floor once a week, preferably before a home volleyball or basketball game.
 - E. Handle, mix, and store chemicals according to directions on labels While adhering to OSHA and state laws and regulations.
12. Ensuring that all buildings are maintained so as to provide a student/staff environmental level that will be conducive to learning, including temperature, ventilation, and building safety.
13. Scheduling all maintenance and cleaning activities at times which will least interfere with the school district's curricular or extra-curricular programs and, during normal duty hours; making the buildings and facilities available as the superintendent directs.
14. Communicating with the staff and students to achieve a harmoniously educational environment.
15. Maintaining a cooperative working relationship with all staff, students, and patrons.
16. Maintaining confidentiality of sensitive information related to staff, students, and parents.
17. Overseeing and assisting in preparing school facilities for public use (Facility Usage Form) and school activities. Insuring that the school district's interests and property are safeguarded.
 - A. Lights turned on
 - B. PA System prepared.
 - C. Scoreboard Checked.
 - D. Tables and Chairs in place.
 - E. Lock off parts of building not in use
 - F. See that gym floor is cleaned before games.
 - G. Doors opened when the ticket takers are ready.
 - H. Close and secure the building after everyone has gone.
 - I. Have the speaker booth cleaned before home football games.
 - J. Turn the football field lights on and off at the appropriate times.
 - K. See that gym floor is dry mopped at halftime of basketball games.
 - L. Aid the athletic director in preparing the football field before home games.
18. Inspecting facilities to insure that cleaning standards meet established requirements.
19. Coordinating the work schedule for all part-time summer help with the superintendent. The work schedule for each employee shall include but not be limited to the following:
 - A. Establishing hours of duty.
 - B. Establishing specific job responsibilities.
 - C. Assigning daily maintenance to be performed.

Policy No: 412.01 R3
 Approved: 4-13-2015
 Revised:

20. The training of part-time helpers. This shall include but not be limited to the following:
 - A. Stressing pride in quality of workmanship.
 - B. Special training based upon job responsibilities.
 - C. Stressing cooperation and positive attitude toward job responsibilities.
 - D. Cross-training of personnel to cover for absences of personnel with critical job responsibilities.
21. Maintain standards for acceptable workmanship.
22. Shall be responsible for working with building personnel in developing and conducting safety drills.
23. Must be able to follow instructions and complete work with minimal supervision.
24. Performing other tasks and duties as assigned by immediate supervisor.
25. Minimum physical requirements for the position:

ACTIVITY	SELDOM 0-10%	OCCASIONAL 11-35%	FREQUENT 36-65%	CONSTANT OVER 65%
Standing			X	
Walking			X	
Sitting		X		
Bending/ Stooping		X		
Reaching/ Pulling		X		
Climbing		X		
Driving		X		
Lifting 75# Max		X		
Carrying 50 ft.		X		
Manual Dexterity Tasks'			X	

Operate electrical equipment necessary to maintain buildings and grounds. Knowledge of computer helpful.

Policy No: 412.01 R3
Approved: 4-13-2015
Revised:

26. Minimum educational preparation requirements and experience.
 - A. High School Diploma or equivalent, previous custodial experience preferred.
 - B. Preference will be given to individuals with 2-year Associate degree in building maintenance and upkeep of grounds, or equivalent.
27. Personal skills, qualities, and personality traits required for this position.
 - A. Possess effective oral and written communication skills.
 - B. Skilled in human relations, leadership, decision making, organization, priority setting, and conflict management.
 - C. Be able to face controversy, withstand pressure, participate in continued education activities, and have a goal—based philosophy for the duties performed.
 - D. Be positive, helpful, and have good time management skills because this position demands accuracy, promptness, long range planning, once a year duties, monthly duties, etc.
 - E. Demonstrate good personal qualities such as moral and ethical behavior, self—confidence, common sense, and good judgment, which will allow the individual to perform in the school at a high level of respect and trust.
28. This position will require the individual to work in extreme climatic or temperature conditions. Frequent work outside during inclement weather may be necessary.
29. This position will require the individual to attend some evening activities, both in the building and at athletic events. Some overtime hours may be necessary.
30. This position may result in exposure to solvents, dust, hot surfaces, water pressure, steam, and drafts.
31. Requires operating power equipment.