



MAINTENANCE SUPERVISOR

Classification: Professional-Technical Level 5

Location: District Office

Reports to: Director of Maintenance, Safety & Security

FLSA Status: Exempt

Employee Group: Professional-Technical

The job description does not constitute an employment agreement between the district and employee and is subject to change by the district as the needs of the district and requirements of the job change.

Part I: Position Summary

Assist in planning, directing, coordinating, and leading maintenance and/or grounds workers and contractors in general maintenance of district facilities, building support systems, and related equipment.

Part II: Supervision and Controls over the Work

Serves under the general supervision of the district administrator responsible for maintenance operations. Is held responsible for results in terms of effectiveness of planning, coordinating, leading, quality, and completion of assigned work. Responsible for compliance with policies, procedures, rules, regulations, and codes. Responsible for monitoring and complying with project cost estimates and taking action to coordinate approval when cost will significantly exceed estimates.

Part III: Major Duties and Responsibilities

1. Program Operations:

- a. Responsible for school facility repairs and improvements to enable operation of schools to reduce risk of virus transmission and exposure to environmental health hazards, and to support student health needs.
- b. Oversee inspection, testing, maintenance, repair, replacement, and upgrade projects to improve the indoor air quality in school facilities, including mechanical and non-mechanical heating, ventilation, and air conditioning systems, filtering, purification and other air cleaning, fans, control systems, and window and door repair and replacement.
- c. Regularly organizes, schedules, assigns, and instructs the work as it pertains to the job of department employees on all assigned grounds and maintenance tasks relating to construction, repairs, equipment installation, demolition and salvage.
- d. Develops and/or reviews specifications and monitors work performed by contracted personnel.
- e. Develops time standards for repetitive grounds and/or trades jobs.
- f. Maintains an adequate inventory of supplies, parts and equipment at all times so that employees can perform assigned tasks on time.
- g. Responsible for preventative maintenance on all department vehicles and equipment, large and small.
- h. Represents department on district committees, as necessary.

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- i. Administers or assists in developing and administering the district's energy management program; including partnering with vendors to prioritize energy projects.
 - j. Responsible for major purchases of supplies, parts, equipment and services for the grounds and trades.
 - k. Consults with director of maintenance, safety and security on the life expectancy of building features and systems, and major purchases of supplies, parts, tools, equipment and services. Consults with the capital facilities department in the long-range planning for development of the district facilities.
 - l. Assists in department budget development and in developing cost estimates for facilities improvement, maintenance and repairs.
 - m. Reviews plans for minor construction projects to include technical specifications, project planning and timelines, resource and cost estimates and budgeting. Assures that materials and resources are available when needed for project management.
 - n. Assists director of maintenance, safety and security in establishing and maintaining a comprehensive district-wide facilities and equipment systems preventative maintenance program.
 - o. Reviews site inspection reports such as: health, fire, L& I for compliance and implements remediation actions to meet agency and code requirements.
 - p. Reviews project proposals and facilitate support for site improvement projects by community volunteers.
 - q. Maintains and verifies accuracy of all required personnel records including time slips and absences.
 - r. Works with administrators, teachers, coaches, other staff and departments and contractor personnel in a professional, helpful, customer-oriented manner and assure that all maintenance personnel do likewise.
 - s. Guides and/or assists department personnel in performance of their duties whenever necessary.
2. **Staff supervision:** Assists director in all aspects of staff supervision to include:
- a. Recruits, interviews candidates, conducts phone references, makes hiring and assignment recommendations to maintenance director.
 - b. Evaluates the need for, professional development, and delivery of staff training. Assures that all mandatory safety training is provided and completed in a timely manner.
 - c. Directs and inspects the work of grounds and trades staff.
 - d. Fosters effective teaming and collaboration within the staff.
 - e. Assures that staff possesses all required certification/licensing to legally, properly and safely repair/maintain district facilities and support systems.
 - f. Creates effective communications with staff to assure that all staff is timely and effectively informed of department policies, issues, guidance, and operational requirements and expectations.
 - g. Creates an environment in which staff can provide open and candid feedback and suggestions on trades and grounds issues. Works closely with staff to resolve conflict and collaboratively work together to seek solutions and resolutions.
 - h. Conducts performance evaluation of staff to include intervention when performance fails to meet expectations.

3. Policies & procedures: Assist the director in developing and recommending policies and procedures to govern building management. Works closely with other district administrators to assist them in understanding and applying policies and procedures.
4. Customer service: Assists in creating a customer service culture that assures the operational program is responsive and sensitive to the needs of students, patrons, and school staff. Assists in creating a welcoming environment and providing flexibility to respond to the needs of customers.
5. Emergency response: Serves as a first responder in emergency situations. Helps implement emergency plans and procedures based on specific circumstances.

Performs other duties as assigned.

Part IV: Minimum Qualifications

1. Must have experience working or interacting successfully with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.
2. Post-secondary training or education in maintenance, construction, or project management related fields.
3. Minimum of three years of progressively responsible experience in facilities operations and maintenance which involved lead or management responsibilities and provided knowledge of building structures and support systems. Additional experience may be substituted for post-secondary training or education.
4. Knowledge of safety standards, laws, codes, rules, policies and regulations relating to school facility maintenance and operation.
5. Strong understanding and history of successful customer service and ability to establish and maintain effective relations with patrons and staff.
6. Effective oral and written communications; strong analytical ability, and the ability to prepare efficient and effective reports.
7. Ability to work both independently and cooperatively.
8. Skill in the use of office technology and facility management technology.
9. Ability to organize work, set priorities, and meet deadlines.
10. Demonstrated supervisory ability.
11. Possess a valid state driver's license, be eligible for a commercial driver's license, and possess a safe driving record. Be willing and able to operate district vehicles and equipment.



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12. Possess, or obtain within 90 days, a current first aid card and certification.

Part V: Desired Qualifications

1. Bachelor's degree in appropriate fields.
2. Multiple trades background.

Part VI: Physical and Environmental Requirements of the Position

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, bend, lift, carry, move about, hear and speak. Employee may be required to perform extensive work at a computer display terminal.

The employee must occasionally lift and/or move 60 pounds and greater weights using appropriate equipment.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Exposure to heat and cold when visiting and assessing work sites or operating equipment out of doors. Work in and around high-risk environments including sharp instruments, power equipment, heated surfaces, potentially dangerous floor conditions, chemicals and fumes.

Required to wear safety equipment when at work sites.

The maintenance supervisor is an on-call employee 24 hours per day, seven days per week in order to respond to security alarms, emergent situations and inclement weather conditions.