

OPP CITY SCHOOLS

maintenance SUPERVISOR

JOB DESCRIPTION

QUALIFICATIONS:

1. High school diploma.
2. Training and experience in one or more given trades such as heating/air conditioning, plumbing/boiler repair, electrical, carpentry, or painting.
3. Possess the leadership skills necessary to direct the work of the maintenance team.

KNOWLEDGE, SKILLS AND ABILITIES:

Working knowledge of blueprints and electrical, HVAC, plumbing, carpentry, concrete and painting trades. Working knowledge of operation of heavy equipment. Basic knowledge of computer hardware and software. Skill in reading, interpreting and applying information in technical manuals and other documents. Ability to delegate and monitor assignments. Ability to work cooperatively with others. Ability to troubleshoot problems and implement corrective actions. Leadership skills necessary to direct the work of a maintenance team.

REPORTS TO:

Superintendent

JOB GOAL

To assure that all maintenance jobs are completed in a timely, safe and responsible manner.

SUPERVISES:

Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

- * (1) Assign jobs to specific personnel and provide coordination among maintenance functions.
- * (2) Ensure that safety practices are followed.
- * (3) Assist in all work areas when and where needed.
- * (4) Direct the work of assigned maintenance personnel.
- * (5) Perform energy management setup changes.
- * (6) Pick up surplus property and process for auction.
- * (7) Provide advisory assistance in regard to equipment and facility needs and conditions.
- * (8) Supervise and train the maintenance personnel for maximum productivity.
- * (9) Inspect all schools on a regular basis to ensure a safe and desirable condition for learning.
- * (10) Maintain all equipment manuals, equipment warranties, and tool inventories.
- * (11) Review work orders to ensure proper documentation.
- * (12) Establish and evaluate the preventive maintenance program.
- * (13) Develop and update site plans showing utilities that serve the schools or are on School Board property.
- * (14) Direct employees in the use of safety equipment and procedures.
- * (15) Demonstrate initiative in the performance of assigned responsibilities.
- * (16) Ensure adherence to good safety standards.
- * (17) Model and maintain high ethical standards.
- * (18) Follow attendance, punctuality and proper dress rules.
- * (19) Maintain confidentiality regarding school/workplace matters.
- * (20) Meet and deal effectively with the general public, staff members, students, parents, administrators and other contact persons using tact and good judgment.
- * (21) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

- *(22) Communicate effectively with students, parents, staff and administrators.
- *(23) Keep supervisor informed of potential problems or unusual events.
- *(24) Respond to inquiries and concerns in a timely manner.
- *(25) Supervise assigned personnel, conduct annual performance appraisals, and make appropriate employment recommendations.
- *(26) Prepare all required reports and maintain all appropriate records.
- *(27) Follow federal and state laws, as well as School Board policies.
- *(28) Exhibit interpersonal skills to work as an effective team member.
- *(29) Demonstrate support for the School System and its goals and priorities.
- (30) Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the System's approved compensation plan.

Length of the work year and hours of employment shall be those established by the System.

EVALUATION:

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

*Essential Performance Responsibilities