

OPERATIONS - GROUP 4- MAINTENANCE SUPERVISOR
Job Description

- I. Minimum Qualifications:
- Must be at least 18 years of age and hold a valid driver's license.
 - Must be able to read and follow written instructions, identify material specifications, and make written reports as directed.
 - Must be able to lift and move 50 pounds.
 - Extensive knowledge of hand and power tools, and equipment associated with regular maintenance activities.
 - Proficiency in the use of standard business technologies (email, electronic documents, spreadsheets and forms, online training).
 - Five or more years of relevant supervisory experience including work planning, scheduling, and reporting.
- II. Employment Terms:
- Twelve-month position. Benefits in accordance with the Collective Bargaining Agreement.
- III. Reporting Level:
- Reports to the Director of Buildings & Grounds. Overall responsibility is to the Superintendent's Office.
- IV. Job Functions:
- Works indoors and out in a variety of facilities and weather conditions.
 - Work involves kneeling, climbing, lifting, standing and similar physical activities.
 - Responsible for daily direction of maintenance activities and staff.
 - Departmental documentation (timesheets, work requests, invoicing, etc.) as directed.
 - Responds to work requests. Performs and/or assigns work appropriately.
 - Coordinates and schedules internal and contracted work and projects as directed.
 - Supports custodial and maintenance staff in the ordering and purchasing of equipment and supplies.
 - Communicates with contractors and suppliers as directed.
 - Light carpentry, painting, electrical and plumbing maintenance and repair.
 - General building & grounds maintenance and repair.
 - Painting, drywall, flooring, masonry and similar finish maintenance and repair.
 - Minor roofing maintenance and repair.
 - Repairs/replaces/adjusts hardware, locks, fixtures, doors, windows, and other building components.
 - Inspects and repairs building equipment (boilers, air handlers, etc.)

- Light mechanical work including HVAC system and component (air handler, boiler, etc.) repair as well as regular and preventive maintenance (cleaning, filters, fluids, etc.).
- Monitors, manages, and responds to district wide electronic security, building control, and building automation systems.
- Coordinates maintenance and custodial staff schedules and time off to ensure appropriate coverage and operational requirements.
- Pick-up & delivery of products, supplies, furnishings, and equipment.
- Snow removal and landscaping as needed.
- Custodial work as required due to staffing levels or to meet operational needs.
- Event support (set-up/break down of seating, event related and athletic equipment).
- Other related duties as assigned to support departmental or district programs and responsibilities.

VI Responsibilities:

- Adherence to required safety rules, practices & procedures.
- Adherence to district policies and procedures.
- Present a clean, neat, and orderly appearance.
- Ability to work independently as well as cooperatively in a team situation.
- Available for occasional after hours and weekend events, projects, building checks, and emergencies.

VII. Evaluation:

- Maintenance Supervisor will be evaluated at least once annually. Evaluation will be based upon this job description and other relevant criteria.