

## MARION COUNTY JOB DESCRIPTION

Position Title: Maintenance Supervisor

Job Class: 7435

Department: District Wide

Reports To: Superintendent/Superintendent Designee

Approved By: Marion County Board of Education

Date: 5/11/2023

**SUMMARY:** Identifies requirements and ensures appropriate action is taken to meet the maintenance needs, including capital projects, of the various buildings and facilities of the school district through a prioritized plan of work, which allows for quick response to critical needs.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned.*

- Identifies current and future maintenance requirements of schools and support buildings by coordinating with school and district administration.
- Identifies requirements for an annual maintenance budget, preparing recommendations for capital and renovation expenditures, scheduling expenditures, coordinating projects with the purchasing office, initiating corrective action, and anticipating long-term issues.
- Ensures proper environment and continuous improvement for the educational process by determining work priorities and by scheduling repairs, maintenance and installation of machines, tools, equipment, and systems. Priority of work is based on facility need, the age of facilities and components, and the order in which work requests are received.
- Supports educational development and environmental improvements by reviewing new products, equipment, systems, and by discussing equipment and systems needs and modifications with engineers and vendors, coordinating activities of technicians, workers and contractors fabricating or modifying structures, equipment or systems.
- Designs, implements and modifies preventive maintenance programs by reviewing maintenance reports and statistics, by reviewing quality control reports, and inspecting operating machines, equipment and systems.
- Directs maintenance operations by identifying requirements, forecasting resources, providing oversight for construction projects, capital improvement projects, and daily repair tasks. Assure timely completion of all tasks by providing direction to supervisors, technicians, engineers, and vendors.

- Protects district staff and visitors by maintaining a safe and equitable educational environment.
- Prepares and approves specifications of replacement parts and new equipment and systems for all areas of the school district.
- Supervises district maintenance staff through planning, monitoring, and appraising job results. Assures the training and annual evaluation of maintenance employees.
- Complies with federal, state and local legal requirements by studying existing and new legislation, by enforcing adherence to requirements, and by advising administration on needed actions.
- Oversees capital improvement and renovation projects; reviews project specifications; analyzes design, district requirements and performance standards; ensures district goals are met by performing preliminary and final “punch lists” for construction projects.
- Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, and establishing personal networks.
- Asbestos Hazard Emergency Response Act (AHERA) designated person and building accessibility contact person.
- Assist Local Planning Committee with the development of the District Facilities Plan.
- Communicates with building principals, other supervisors, and school staff at all levels.
- Maintains regular attendance.
- Performs such other tasks and assumes other responsibilities as the Superintendent/Superintendent Designee may assign.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCES:** A minimum of two (2) years in technical training or comparable experience in building maintenance and operations preferred.

**LANGUAGE SKILLS:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups.

**MATHEMATICAL SKILLS:** Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**REASONING ABILITY:** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**OTHER SKILLS and ABILITIES:** Ability to establish and maintain effective working relationships with students, staff and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to effectively organize people and materials. Ability to perform duties with awareness of all district requirements and Board of Education policies.

*PHYSICAL DEMANDS: The physical demands described there 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, and hear. The employee frequently is required to walk and stand. Specific vision abilities required by this job include close vision, color vision, and depth perception. While performing the duties of the job the employee will visit various buildings for inspection and meetings. The employee must frequently lift and/or move up to 50 pounds.

*WORK ENVIRONMENT: The work environment characteristics 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 allow individuals with disabilities to perform the essential functions.*

The noise and activity level in the work environment is moderate. The employee will be required to meet deadlines, interact with the public and staff, and at times, work irregular hours.