

SUPERVISOR OF MAINTENANCE Job Description

Qualifications

1. Successful experience in facility maintenance and repairs.
2. Ability to work effectively with all segments of the school community.
3. Hold or obtain Supervisor of Maintenance classification.
4. Possess or obtain within first year of employment credentials for asbestos management (contractor supervisor, building inspector and management planner).
5. A valid WV Driver's License.
6. High School diploma or GED diploma or equivalent.

Immediate Supervisor - Assistant Superintendent of Non-Instructional Services

Supervises - Provides general supervision of maintenance employees.

Duties and Responsibilities

The Department of Maintenance will be headed by a Supervisor of Maintenance who will have the responsibility for all matters pertaining to the operation, maintenance and repair of building, grounds and other physical properties owned or operated by the Board of Education. The responsibilities will include:

1. Display effective leadership and support in all areas of responsibility.
2. Establish and implement an improvement process for all areas of responsibility.
3. Establish good public and employee relations in all areas of responsibility.
4. Maintain professional work habits.
5. Maintain effective communication with Assistant Superintendent.
6. Maintain and upgrade his/her professional skills.
7. Monitor employee attendance and verify time sheets.
8. Evaluate personnel under his/her supervision.
9. Stay abreast of current maintenance trends and new products.
10. Evaluate and prioritize work orders and projects to develop effective weekly and long term schedules.
11. Assign and monitor completion of work orders.
12. Plan and estimate the cost of projects and repairs.
13. Follow established purchasing procedures.
14. Procure parts and equipment in a manner to expedite repairs.
15. Verify receipt of goods and services before approving for payment.
16. Manage inventory of parts and materials.
17. Supervise the implementation of a preventive maintenance plan.
18. Operate and maintain systems for energy conservation.
19. Perform any other job related duties as assigned by the Assistant Superintendent.

Jackson County Board of Education

Adopted: June 11, 1981

Last Revised: February 28, 2019