

Supervisor of Maintenance

Marshall Public School District Job Description

Position Title: Supervisor of Maintenance

Department: Building and Grounds

Reports To: Director of Building and Grounds

SUMMARY: Supervises the Maintenance Department and personnel who maintain and service district buildings and equipment.

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

- Schedules maintenance personnel daily assignments.
- Reviews maintenance request and makes recommendations to the Director of Buildings and Grounds for corrective actions.
- Prioritize maintenance request with other scheduled task ensuring priority work receives first attention.
- Responsible for training personnel under his authority.
- Signs time card and vacations request.
- Capable of preventive, corrective and emergency work on a wide variety of structures and systems. This position requires personnel to follow preventive maintenance schedules and duties.
- Works in public as well as maintenance areas and maintains an acceptable standard of personal appearance.
- Works on various skilled areas which include: structural, carpentry, plumbing electrical, masonry, and other as dictated by the need to maintain continuous operation of the district buildings.
- Works at various times with hazardous materials, chemicals and asbestos, but only when trained in the proper procedures and techniques.
- Maintains logs, worksheets and other records.
- Distinguishes the relationship between quality and quantity of work necessary in certain campus spaces.
- Must become familiar with campus and departmental safety, security and Material Safety Data Sheets (MSDS).
- Must become familiar with and demonstrate an understanding of departmental, district, and School Board Policies.

SUPERVISORY RESPONSIBILITIES: Supervises all aspects of the Maintenance Department.

SPECIAL REQUIREMENTS: Must pass CPR and Defibrillator training provided by the school. The employee should be conscientious, dependable, prompt, be in good health, able to lift a minimum of 50 lbs and have good personal hygiene. Standing, bending, squatting, reaching, stooping, pulling, and pushing will be required. Cleaning of blood, human waste and other offensive items and odors are occasionally required.

EDUCATION and/or EXPERIENCE: High school diploma or equivalent, with trade or technical school preferred. Five years preventative maintenance or construction work in trade skill required. Institutional experience is desirable.

EVALUATION: Performance of this job will be evaluated in accordance with the Board of Education Policy.

TERMS OF EMPLOYMENT: Twelve - Month employee salary to be determined by the Board of Education. Paid holidays and vacation as set by the Board of Education Policy GDBDA available on line at the Marshall Public Schools web page.

