

MAINTENANCE SUPERVISOR

REPORTS TO: Superintendent

FLSA Designation: Non-Exempt

UNIVERSAL OBLIGATIONS/EXPECTATIONS OF EACH STAFF MEMBER

It is the expectation of the District that each staff member will: (1) put the safety, health and well-being of students at the forefront of all actions, job responsibilities and decisions, and (2) undertake all duties in alignment with the District's Strategic Plan.

ESSENTIAL FUNCTIONS:

Plans, schedules, and directs work of assigned maintenance personnel.

Works with school administrators in scheduling and coordinating maintenance and repair of buildings, equipment, and other District property.

Plans and lays out more complex jobs.

Maintains accurate and current records of maintenance operations, including time spent, resources utilized, cost estimates, and total costs experienced by the District.

Recommends repairs and refurbishing needs; prepares rough estimates of material and labor costs and work procedures, coordinating with administration as appropriate.

Confers with administration concerning employee evaluations.

Recommends new equipment purchases.

Assists in preparation of maintenance budget.

May perform skilled work in various construction and/or maintenance trades.

Keeps operational records and prepares routine reports.

Only minimum duties are listed. Other functions may be required as given or assigned.

DESIRED MINIMUM QUALIFICATIONS:

- High school diploma or equivalent supplemented by advanced training in maintenance and construction; Journey- level experience in one or more of the building trades, including experience in a lead capacity.
- Valid Montana driver's license.
- Knowledge of methods, materials, tools, and equipment, trade practices and techniques, quality standards applicable to construction, maintenance and repair of buildings and grounds.
- Knowledge of building maintenance practices, materials, and laws or codes affecting the construction and repair of school buildings.
- Knowledge of cost estimation and controls.
- Knowledge of efficient supply operations and proper record keeping.
- Knowledge of general principles of supervision and training.
- Knowledge of methods, techniques, materials, and equipment used in maintenance, repair, and construction of school facilities and buildings.

- Knowledge of safe working methods and procedures.
- Organize, lead, inspect, and monitor work of maintenance personnel.
- Establish priorities and make sound operational decisions.
- Establish and maintain effective and cooperative relationships with others.
- Communicate effectively orally and in writing.
- Plan and estimate maintenance work; read and interpret codes, blueprints, and diagrams.
- Inspect maintenance work with concern for acceptable industry standards and District needs.
- Ability to handle stressful situations.
- Ability to maintain confidentiality of employment matters.
- Ability to effectively manage time and responsibilities.

EQUIPMENT USED:

Hand and power tools, large equipment, vehicles, etc.

WORK ENVIRONMENT:

While performing the duties of this job, the employee regularly works inside and outside. The employee must be able to meet deadlines with severe time constraints.

The noise level in the work environment is usually moderate to noisy, depending upon the task at hand.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to walk, stand, travel from one building to another, push heavy equipment, twist at neck and waist, reach, kneel. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. May be required to lift and/or carry up to 50 pounds.

MENTAL/MOTOR DEMANDS:

While performing the duties of this job, the employee often performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are usually unavailable. The employee frequently works within time constraints and maintains attentiveness intensity. The employee may be involved in interactions which require oral and written communications.

The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations shall be made to enable individuals with disabilities to perform the essential functions.

For those classified employees employed under a written contract for a specified term, nothing contained in this job description shall create a property right beyond the specified duration of the employment contract.