

Under the direction of an assigned Administrator or Supervisor, plan, organize, coordinate, oversee and participate in various maintenance and construction activities including a variety of special projects; prioritize, schedule, assign and inspect daily work projects; train and evaluate the performance of assigned staff; perform other job-related duties as assigned and/or as required.

**ESSENTIAL DUTIES:**

Plan, organize, coordinate, oversee and assist with various skilled and highly

## MAINTENANCE SUPERVISOR

Determine needed equipment, materials and supplies for maintenance operations; requisition a variety of supplies, tools and equipment; review purchase requisitions submitted by staff and make recommendations for approval; ensure proper receipt of ordered materials.

Assist with the maintenance, facilities projects, facilities planning, design, project management and project close out.

Assist in the development of contract specifications, bid documents and coordination of the bid process.

Prepare and maintain records, files, logs and reports related to personnel, staff attendance, inventory, work requests, work performed, safety issues and other reports related to assigned activities; prepare and distribute a variety of correspondence in the coordination of maintenance and repair activities.

Communicate with District maintenance staff, personnel and departments to provide technical information, coordinate activities and resolve issues, concerns or questions regarding work orders and scheduling of projects work.

Serve as a technical resource to personnel concerning maintenance and repair operations, projects and activities; respond to inquiries and provide detailed and technical information regarding related laws, codes, regulations, policies and procedures; serve as a liaison to vendors and contractors providing services to the District.

Participate in the development of the department budget; assist with expenditure control costs and provide budget recommendations.

Plan and conduct a variety of meetings and in-service safety trainings for maintenance personnel; serve on committees as directed.

Coordinates yearly inspections for fire alarm systems, fire riser/hydrant systems, intrusion alarms, generators, UPS systems and electrical equipment.

Operate a computer and assigned software.

Coordinate response to emergency maintenance and repair needs as directed.

Drive a service vehicle to conduct work and to perform inspections and/or maintenance projects.

May perform a variety of special projects related to facilities planning, facilities construction, warranty issues and maintaining the NFPA 70E District-Wide electrical safety plan as directed.

Perform other job-related duties as assigned and/or as required.

## KNOWLEDGE OF:

Methods, techniques, materials and equipment utilized in school facility and building maintenance, inspections, repair and construction.

Principles and practices of organization, supervision and training.

Legal mandates, policies, regulations and guidelines pertaining to the maintenance, repair and construction of school facilities, office and equipment.

Principles, methods and techniques of electrical repairs, construction, design, engineering and emergency repairs and related protocols.

Principles, methods and techniques of installation and replacement for fire alarm

## MAINTENANCE SUPERVISOR

systems, intrusion alarms, surveillance cameras, phones, intercoms and data field wiring.

Principles, methods and techniques HVAC & R and Emergency Management Systems (EMS) including construction, replacement and maintenance.

Inventory practices and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Safe working methods and procedures.

## MAINTENANCE SUPERVISOR

Supplemental training or course work in one or more of the maintenance craft areas, organization and supervision, or a closely related area is desirable, but not required.

### ENVIRONMENT:

Indoor and outdoor environment.  
Driving a vehicle to conduct work.  
Variable work hours.

### PHYSICAL ELEMENTS:

The physical requirements indicated below are examples of the physical aspects that the position classification must perform in carrying out essential job functions

Will frequently exert 50 to 75 pounds of force to lift, carry, push, pull, or otherwise move objects.

Will sit most of the time but may walk or stand for extended periods of time.

Will occasionally involve ascending and descending ladders, stairs, and ramps.

Must possess the ability to hear and perceive the nature of sound.

Must possess visual acuity and depth perception.

Must be capable of providing written and oral information, both in person and over the telephone and other communication devices.

Must possess the manual dexterity to operate business-related equipment and to handle and work with various objects and materials, including hand tools.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

### POTENTIAL HAZARDS:

Working around or with machinery having moving parts.

Working at heights.

Possible exposure to high voltage and electrical shock.

Seasonal heat and cold, and adverse weather conditions.

April 28, 2021