

412.01R1 Job Description, Maintenance Supervisor

Friday, August 11, 2023

Job Description, Maintenance Supervisor

The maintenance supervisor will be assigned, supervised, and evaluated by the superintendent of schools. His or her duties shall include, but not be limited to, the following:

- I. Assisting in performing all cleaning and maintenance of those custodians under his or her supervision.
- II. Directing operational personnel assigned as custodians or maintenance in maintaining school property.
- III. Assisting in the recruitment, employment assignment, transfer, promotion, demotion, or dismissal of all custodial and grounds-keeping personnel.
- IV. Evaluating of all custodial and grounds-keeping personnel, with consultation from the school superintendent.
- V. Working with the school superintendent in the training of building and grounds personnel.
- VI. Developing well balanced work and vacation schedules. Maintaining and submitting work schedules and time reports.
- VII. Developing budgets, recommending items for bids or purchase, and maintaining adequate supplies to be delivered upon request.
- VIII. Directing and overseeing the receiving and safe storing of custodial supplies and equipment. Developing procedures and overseeing the inventory of custodial and maintenance supplies and equipment.

- IX. Directing the preparation of playing fields, grounds, and other necessary facilities for athletic and other school activities.
- X. Making periodic inspections of all facilities to see that they are kept clean, in a high state of repair, and that all chemicals and supplies are safely and properly stored.
- XI. Working with custodians and principal to recommend to the superintendent any changes or remodeling that may be necessary.
- XII. Recommending or providing the necessary safeguards to prevent loss of district property through theft.
- XIII. Working with local, county, and state security personnel regarding school district security concerns and problems.
- XIV. Working with all building personnel in developing and conducting safety drills.
- XV. Establishing and supervising a routine for locking and regularly checking district facilities during times when the facilities are not in use.
- XVI. Maintaining and monitoring the heating and cooling of the school.
- XVII. Assisting the transportation supervisor with the recruiting, training, and retention of bus drivers.
- XVIII. Working in extreme climatic or temperature conditions. Working outside during inclement weather may be necessary.
- XIX. Working in environments that may result in exposure to solvents, dust, hot surfaces, water pressure, steam, and drafts. Operating or over-seeing the operation of power equipment.
- XX. Attending some evening activities, both in the building and at outside athletic events. Working overtime hours, upon the approval of the superintendent of schools, may be necessary.
- XXI. Performing other tasks and duties as assigned.
- XXII. Minimum physical activities: Having the ability to perform the physical activities and work in the environmental conditions as follows:

A. Must occasionally work in noisy and crowded environments with numerous interruptions.

B. Requires stooping, bending, kneeling, turning, balancing, and reaching.

C. Requires driving.

D. Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.

XXIII. Minimum educational preparation requirements and experience:

A. High School Diploma, with previous successful maintenance experience.

B. Should possess leadership, communications, and organizational skills.