POSITION DESCRIPTION 7.01

TITLE: Maintenance Supervisor

QUALIFICATIONS: 1. High school diploma, or equivalent.

2. Supervisory experience.

3. Knowledge of general building maintenance

4. Demonstrated aptitude or competence for assigned responsibilities.

5. Such alternatives to the above qualifications as the Board may

find appropriate and acceptable.

REPORTS TO: Assistant Superintendent

JOB GOAL: To maintain the physical school plants in a condition of operating excellence so

that full educational use may be made at all times.

JOB DUTIES:

1. Responsible for the supervision of all maintenance staff including seasonal workers pertaining to the maintenance program.

- 2. Examine school buildings on a regular basis for needed repairs and maintenance.
- 3. Establish and recommend priorities on repair projects.
- 4. Estimate cost of repair projects in terms of labor, material, and overhead.
- 5. Assign and supervise work crews for maintenance and repair work.
- 6. Outline and inspect work all work performed, and assists maintenance staff when needed.
- 7. Develop and review an efficient system for dealing with emergency repair problems.
- 8. Prepare detailed reports on total cost of work performed to included material and labor expended.
- 9. Order materials as needed, and makes recommendations of supplies and equipment for purchase.
- 10. Maintain electronic records of all work orders.
- 11. Process and assign work orders in the designated district software.
- 12. Consult with building principals regarding the establishment of regular preventive maintenance programs.
- 13. Maintain equipment inventory to include an itemized listing of all maintenance equipment and responsible for the timely disposition of surplus property.
- 14. Responsible for all safety and training pertaining to maintenance personnel.
- 15. Advise of the hiring of contractors to perform certain maintenance or repair services.
- 16. Resolves issues and conflicts within the department.
- 17. Comprehend and follow the current bidding procedures and laws as established by the State of Alabama.

- 18. Maintain professional growth and competence through professional development <u>as per Board Policy 5.5 Personnel Professional Development</u>
- 19. Adhere to school system rules, administrative procedures, local board policy, and state and federal rules and regulations.
- 20. Perform other duties as may be assigned.

Essential Duties

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks (an employee who is assigned a duty or task believed to be unlawful should report the assignment to their direct supervisor). It should also be noted the order of duties/responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

TERMS OF EMPLOYMENT:		9-Month	10-Month	11-Month	12-Month
EXPECTED WORK DAY:		8 Hours			
dete	According to Albertville City School Board approved salary schedule and determined by rank and experience as per policy 5.1.2 – Personnel – Special Requirements for the Position				
EVALUATION: Shall be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel and State Requirements					
Reviewed and agree	ed to by:	Employee		Date	
☐ Principal/Program Coordinator		Human Resource Initials			