
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.

