

TITLE: MAINTENANCE SUPERVISOR

- QUALIFICATIONS:**
1. Associates degree and/or requisite industry and management experience of a minimum of four (4) years in a responsible capacity involving the management of maintenance staff. Previous experience in K-12 school district is preferred.
 2. Ability to lead people, communicate effectively with others, be a team member and show an aptitude for the successful performance of the tasks listed below.
 3. Ability to meet public and represent the school district positively.
 4. Such alternatives to the above as the Board may find appropriate and acceptable.

CONDITIONS: Position is exempted from Civil Service laws under the provisions of R.C. 124.00 (3).

REPORTS TO: Director of Operations

SUPERVISES: All maintenance staff

JOB GOAL: To maintain school facilities in a condition of operating excellence so that full educational/recreational use of them may be obtained at all times.

PERFORMANCE RESPONSIBILITIES:

		EXCEEDS	MEETS	NEEDS	DOES
				TO	NOT
				IMPROVE	MEET
1.	<u>Input, schedule, assign and track work orders.</u>	1	2	3	4
2.	<u>Record, approve and maintain personnel records and requests for time off.</u>	1	2	3	4
3.	<u>Provide guidance and training to maintenance and custodial staff as required.</u>	1	2	3	4
4.	<u>Compile pertinent building information for the optimal operation of each building.</u>	1	2	3	4
5.	<u>Attend weekly staff meetings providing timely updates of supervised departmental issues.</u>	1	2	3	4
6.	<u>Administer departmental budget as assigned.</u>	1	2	3	4
7.	<u>Order and maintain all maintenance supplies.</u>	1	2	3	4
8.	<u>Review and evaluate all requests and recommendations for the purchase of new or replacement equipment.</u>	1	2	3	4
9.	<u>Inspect school facilities regularly to ensure that the repair work is being completed in a timely and acceptable manner.</u>	1	2	3	4
10.	<u>Develop and schedule preventative maintenance work on all maintenance equipment.</u>	1	2	3	4
11.	<u>Schedule and oversee outside contractors as needed to perform specialized services.</u>	1	2	3	4
12.	<u>Perform routine maintenance as needed.</u>	1	2	3	4
13.	<u>Provide orientation and ongoing training sessions for maintenance staff.</u>	1	2	3	4
14.	<u>Performs such tasks and assumes such other responsibilities as the Director of Operations may deem appropriate.</u>	1	2	3	4

APPRAISEE COMMENTS: (May be attached or included on the back of this page)

NARRATIVE: (General comments and reactions to goals should be described below. Suggestions for improvements should be given for all areas marked “Needs to improve” and “Does not meet”.)

Commendations:

Suggestions/Recommendations:

EVALUATOR

TITLE

DATE

EVALUATEE

TITLE

DATE