

Poquoson City Public Schools
JOB DESCRIPTION

TITLE: Maintenance Supervisor

This position is ___ exempt or _X_ non-exempt

PRIMARY FUNCTION:

The Maintenance Supervisor is responsible for overseeing all maintenance staff and their work to insure the efficient operation of school building mechanicals and equipment. Additionally, the Maintenance Supervisor performs daily maintenance work to support and repair the school division's facilities.

MINIMUM QUALIFICATIONS:

- Hold a high school diploma and a minimum of 10 years experience in the maintenance field or equivalent training and experience; previous supervisory experience is preferred, possess a valid driver's license issued by the Commonwealth of Virginia; HVAC or Electrical license preferred.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of general BOCA, OSHA, and EPA regulations and familiarity with HAZMAT procedures
- Knowledge of safety procedures applicable to building maintenance trades work
- Knowledge of the principles and practices of building and building systems construction, repairs, and maintenance.
- Ability to quickly learn procedures used to report information and maintain records
- Ability to read and interpret engineering drawings, basic wiring diagrams, and architectural drawings
- Ability to coordinate, supervise and evaluate assigned staff
- Ability to interpret and apply school board policies and procedures
- Possess oral and written communication skills required to perform all responsibilities
- Ability to effectively use and operate typical office and building maintenance equipment, such as, but not limited to a computer, fax machine, amp meter, gauges and BAS systems
- Ability to lift up to 100 lbs and ability to endure significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling

GENERAL PERFORMANCE RESPONSIBILITIES:

- Perform specialized trade-related work and/or assist other trades in their assigned tasks
- Prioritize workload and projects for the maintenance department using the division's online work order system
- Assist maintenance technicians in troubleshooting issues that affect equipment and the facilities
- Coordinate all routine/preventative/emergency repairs and facilitates continuous improvement
- Monitor and develop maintenance staff in all facets of work and provide on-going feedback
- Build and maintain cooperative working relationships with other departments, including building administrators/faculty/staff, Information Technology, Custodial Services, Food Service, and various city departments
- Assist in overseeing contractual work dealing with minor renovations and projects
- Assist the Executive Director of Operations in the preparation of Scope of Work documents necessary to obtain firm pricing for contractor work; and prepare initial estimates and plans for summer maintenance projects
- Serve as quality control on staff maintenance activities
- Evaluate and report on the efficiency and productivity of assigned staff
- Implement and administer work routines and work safety programs
- Serve as an on-call emergency worker
- Perform other duties as assigned

TERMS OF EMPLOYMENT: Salary according to School Board Pay Plan and appointment length 12 months

REPORTS TO: Executive Director of Operations

EVALUATION: Performance on this job will be evaluated in accordance with School Board policy and administrative regulations on evaluation of non-licensed personnel.

APPROVED BY DEPUTY SUPERINTENDENT: October 25, 2011