



David Douglas School District #40

SUPERVISOR - Job Description

MAINTENANCE SUPERVISOR

Schedule: 12 months per year
Salary Scale: J

POSITION PURPOSE

Plans and supervises the daily maintenance services of the District to ensure that all facilities, equipment, and mechanical systems are properly functioning and operating.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from an assigned supervisor (Operations Manager). Methods of performing tasks are generally left to the judgment of employee, with supervisor giving occasional instructions and advice. Decisions with district-wide implications or changes are reviewed with supervisor. Employee has considerable latitude in interpreting and applying policies, rules and regulations. Work is measured mainly through the observance of results obtained.

JOB RESPONSIBILITIES:

May include, but are not limited to, the following:

- Plans, directs, and supervises the activities of the District's maintenance staff including plant operations, equipment, and buildings maintenance.
- Reviews and coordinates with the Operations Manager the daily work orders using computerized system to assign and monitor work progress and make recommendations to improve operational efficiency.
- Analyzes maintenance and repair problems and implements plans and/or procedures to resolve issues in coordination with short and long term facility plans.
- Coordinates maintenance and alteration projects with school administrators, building managers, and custodial services.
- Maintains and promotes a quality professional environment by fostering effective working relationships, modeling behavior, and developing trades staff including cross training and succession planning programs.
- In collaboration with the Custodial Services Supervisor and Operations Manager, develops and conducts District-wide maintenance training programs including the identification and facilitation of building operational issues in coordination with the custodial department and correct usage of equipment, supplies, and materials.
- Specifies, stores, and inventories maintenance equipment, supplies, and materials; inspects regularly to ensure equipment is in safe operating condition.
- Communicates with principals and building managers regarding maintenance and operation of facilities.
- Maintains awareness of federal, state and local rules and regulations regarding facility operations and maintenance, and establishes operating practices and procedures to insure compliance.
- Recommends contracts for work performed by outside contractors including supervision of work in progress, inspection of completed work and approval of disbursements.
- Works with the Operations Manager to select, train, and evaluate maintenance department personnel.
- Ability to be on call for emergencies.
- Performs other duties as assigned.

QUALIFICATIONS:

Any combination of education, experience, and training that would provide the required knowledge and abilities. A representative way to obtain the required knowledge and abilities would be: Degree in engineering, architecture, facilities management or related field. Five years of experience in planning, organizing, and controlling a major area of responsibility that includes supervision of people in one or more craft trade area.

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QUALIFICATIONS (cont.)

Education:

Two years of college education in a related field preferred.

Experience:

- Minimum of three years of successful supervisory experience including organizing and directing a diverse crew of skilled and semi-skilled employees.
- Experience in building construction, job estimating, engineering, landscaping requirements, interpretation of plans, or equivalent experience in maintenance.
- Detailed knowledge of trades skills, best practices, and materials.
- Knowledge of school district, state, federal, county, and local agency (DEQ, EPA, OSHA, etc.) regulations pertaining to building maintenance.
- Technical knowledge of carpentry, roofing, HVAC, refrigeration, plumbing, electrical, mechanical, security, and fire/life/safety systems.
- Thorough knowledge of safety and accident prevention measures.
- Ability to review plans and make recommendations of a structural, mechanical, maintenance, and operational nature and understand what impact changes will have on existing systems.
- Knowledge of principles and practices of work coordination and simplification and ability to develop and implement work schedules.
- Ability to prepare written specifications for bidding.

Other qualifications:

- Self-starter with proven analytical, organizational, and problem-solving skills.
- Excellent leadership skills as demonstrated by attendance, work ethic, and job performance.
- Demonstrated ability to establish and maintain high profile, influential, and collaborative working relationships across teams, functions and layers with District staff, public officials, vendors, and the general public.
- Ability to remain focused and calm in chaotic situations.
- Ability to exercise confidentiality, tact, diplomacy and independent judgment in performance of duties.
- Exceptional interpersonal skills in leading, motivating, coaching, and developing trades shop staff.
- Ability to communicate effectively, both orally and in writing.
- Intermediate to advanced technological skills providing the ability to enter, revise, organize, and retrieve information and to formulate methods of collecting and presenting information; and to generate complex reports.
- Valid driver's license and evidence of insurability.

ESSENTIAL PHYSICAL REQUIREMENTS

Moderate to extensive degree of physical stamina and frequent lifting up to 50 pounds and occasional lifting of up to 100 pounds. Frequent and prolonged standing, walking and bending. Ability to climb ladders and scaffolding, work from heights, stretch and bend to perform such duties as cleaning, repairing, painting, cleaning roofs, gutters and drains, and general maintenance. Ability to lift furniture, desks, shelving, staging and cleaning supplies and equipment. Shall be physically capable of performing all necessary tasks: stooping, reaching, pushing, pulling, climbing, lifting and crawling. Exposure to chemicals, dirt, dust, paint, noise and activity of a school setting. Ability to move freely around the school building and grounds. Exposure to outdoor weather conditions. The position requires the ability to make frequent trips to all the District's schools, grounds, and facilities.

The above statements describe the general nature and level of work being performed by individuals assigned to this classification. This is not intended to be an exhaustive list of all responsibilities and duties of personnel so classified.

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The David Douglas School District welcomes applications from candidates that expand the District's diversity.

David Douglas School District Drug Testing and Criminal Background check

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.