COBB COUNTY SCHOOL DISTRICT

EMPLOYEE NAME: _____

Revised: 3/96; 1/98; 2/04; 4/08; 10/12; 6/18; 10/19

JOB DESCRIPTION

POSITION TITLE: Supervisor, IEQ, Roofing, Ceiling Tile, Maintenance	**JOB CODE:** 455C
DIVISION: Operational Support	**SALARY SCHEDULE**: Prof/Supervisory Support Annual
DEPARTMENT: Maintenance Services	**WORK DAYS:** 238
REPORTS TO: Executive Director, Maintenance Services	**PAY GRADE**: Rank E (NK05)
FLSA: Exempt	**PAY FREQUENCY:** Monthly
PRIMARY FUNCTION: Assists the Executive and Assistant Directors of Maintenance Services in all matters relating to the maintenance and construction of School System properties, as well as oversee all functions relating to assigned trades, personnel and projects.	

REQUIREMENTS:

1.	Educational Level: Educational Level: Bachelor's Degree or its equivalency required (2 years of similar work level experience = 1 year of college) combination of experience and education may be used to meet the degree requirement.
2.	Certification/License Required: Valid Georgia driver's license
3.	Experience: Minimum of 2 years in a lead or supervisory role; experience in one of assigned trades
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities; walking, standing, kneeling, negotiating stairs and ladders, lift and transport 50 pounds over short distances.
5.	Knowledge, Skills, & Abilities: Written and oral communication; high degree of technical competence in building maintenance principles and management; supervisory skills; project management and scheduling skills. Knowledge in the areas of indoor environmental quality, pest control and sanitation; installation and repair of all type commercial building roofing systems and components; basic carpentry and ceiling tile repair and replacement

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Provides direct supervision to assigned trade crews to ensure their efficient use and inspects work for compliance to specifications and assists crews when needed in performance of their duties.
3.	Reviews maintenance requests and schedules work to be performed by assigned crews.
4.	Provides labor and material estimates for repairs/renovations and tracks/coordinates all trade activities on computerized maintenance management system.
5.	Recommends types of equipment and supplies for purchase.
6.	Interfaces with school principals/customers in evaluating maintenance needs and communicates status of on-going maintenance projects with status follow up in a timely manner.
7.	Promotes good public relations and employee morale.
8.	Reads, interprets and develops special conditions for outsourced contract RFP's/bids and manages assigned contracts in an effective manner.
9.	Assists/advises in budgetary matters pertaining to Maintenance Services.
10.	Performs Value Engineering reviews and provides timely feedback on all capital projects for assigned trades.
11.	Ensures employees are properly trained to operate assigned equipment safely.
12.	Develops and analyzes ACT reports and takes actions to improve work processes.
13.	Manages assigned projects to ensure completion in a timely manner and within budget.
14.	Provides reliable, timely communication and status to the managerial team.

15.	Observes employee job performance and accurately depicts it within evaluations.
16.	Responds promptly and professionally to employee disciplinary issues by taking appropriate action.
17.	Supervises all concerns relating to air quality issues (i.e. fire, smoke, water damage).
18.	Supervises all roofing concerns relating to water intrusion, damage and warranty repairs.
19.	Supervises ceiling tile crew in areas of inspections, replacement and preventive maintenance.
20.	Oversees Time and Materials contractors.
21.	Performs other duties as assigned by appropriate administrator.

Signature of Employee_____ Date _____

Signature of Supervisor_____ Date _____