

JOB DESCRIPTION

POSITION TITLE: Supervisor, Maintenance, Building Engineers, Custodial Services, Pest Control, Sanitation & Recycling	JOB CODE: 455C
DIVISION: Operational Support	SALARY SCHEDULE: Prof/Supervisory Support Annual
DEPARTMENT: Maintenance Services	WORKDAYS: Annual Operational Employees
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 proper custodial procedures and practices, waste and recycling management, pest control management and practices, purchasing procedures, vendor evaluations, and contract management.

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, 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-ups 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.	Works with Principals/customers to address concerns regarding building maintenance, cleaning guidelines and custodial service's contract enforcement.
18.	Addresses all concerns relating to waste and recycling scheduling and contract enforcement.
19.	Supervises employees and vendors relating to pest control management and contract enforcement.
20.	Works closely with Procurement Services Department on bids for waste and recycling, pest control, custodial services, and custodial equipment and supplies.
21.	Works with the Property Control Department on Maintenance inventory control.
22.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____