

West Carroll Board of Education

Job Description

Descriptor Term:

Maintenance Supervisor

Board Policy Reference

5.013

QUALIFICATIONS

Required:

1. High School Diploma or GED
2. Post secondary maintenance training or equivalent experience.
3. Valid Tennessee Driver's License

Desired:

1. Good knowledge of tools, materials, and methods to safely perform the work required.
2. Ability to perform grounds keeping and minor maintenance.
3. Ability to follow written or oral instructions.
4. Ability to maintain good interpersonal relationships.
5. Ability to work out-doors in a variety of conditions and temperatures.
6. Ability to observe and report needs for maintenance and supplies.
7. Ability to get along with students, teachers and the general public.
8. Ability to climb and work from ladders or scaffolds.
9. Ability to move furniture, supplies and materials.
10. Physical dexterity, mobility, and strength to stoop, climb, lift heavy weights, reach parts and supplies and perform the essential functions of this position.

REPORTS TO : Director of Schools

JOB GOALS

To provide services which are supportive of the educational program in the school system by maintaining school equipment and facilities.

DUTIES

1. Establishes priorities on repairs and general building maintenance, both inside and outside the buildings.
2. Examines school buildings and grounds on a regular basis for needed repairs and general maintenance needs.
3. Arranges for contracted services for major repairs or projects beyond district employee capabilities.
4. Prepares for superintendent's approval of all payments to contractors for work completed.
5. Orders materials and supplies as needed for the repairs and general maintenance needs of the schools.
6. Moves furniture supplies and materials as needed.
7. Provides technical supervision of custodial personnel in cooperation with principals.
8. Plans, organizes and assigns maintenance employees to routine daily job tasks.
9. Checks completed job tasks of maintenance employees.
10. Maintains adequate inventory of maintenance supplies, equipment and tools.

11. Coordinates with the director of schools the System's strategies and responses regarding school safety and security (i.e. bomb threats, natural disasters and terrorists, OSHA and building fire inspection requirements, etc.)
12. Subject to be on call seven days a week, 24 hours a day in case of emergencies that may threaten the school system's property or equipment.
13. Assumes other reasonable and equitable job-related duties assigned by the director of schools.

PHYSICAL DEMANDS

This job may require lifting of objects that exceed 40 pounds with frequent lifting and/or carrying of objects weighing up to 10 pounds, such as tools, furniture, etc.

WORK CONDITIONS

Normal working environment that includes outdoor work during extreme temperatures.

TERMS OF EMPLOYMENT

Salary and work year to be established by board of education with recommendation from Director Of Schools

SELECTION BY

The Director of Schools with acknowledgement by the board of education.

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the Board's policy *On Evaluation Personnel*.

GENERAL REQUIREMENTS

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties, and skills required of personnel so assigned.

