

Cottonwood Joint School District No. 242

Maintenance Supervisor Job Description

QUALIFICATIONS:

1. Must have a good working knowledge of carpentry, and in the operation of maintenance of mechanical and electrical equipment including the boilers used for steam heat.
2. Must have a working knowledge of general building maintenance operations such as sanitation, cleaning, waxing and painting etc.
3. Must have a working knowledge in all areas of grounds maintenance.
4. Must be willing to work with the administrators from each of the buildings in a variety of situations.
5. Must have the ability to supervise and direct the district's custodial staff
6. Must be willing to work outside the regular work day and irregular hours when the need arises.

REPORTS TO: Directly to the superintendent and indirectly to each of the building principals.

PERFORMANCE REQUIREMENTS: The Maintenance Supervisor will:

1. Meet daily with the principals of each building to inquire about any maintenance tasks that need to be performed. Such tasks will then be prioritized as to importance and those not accomplished will be carried over for the following work day.
2. Develop and follow a work schedule that will allow for emergencies and for flexibility, but one that is restricted to a forty hour work week (permission is required to work overtime).
3. Perform all tasks within his/her capability and see outside professional help for those tasks lying outside his/her capability or those restricted by state code.
4. Meet with each of the building custodians on a regular basis to supervise and help (where needed) with the work assigned to the custodians.
5. Determine, with the help of the building custodians, the supply and equipment needs for the district.
6. Become familiar with a variety of custodial chemicals and supplies (including their danger and other limitations) and keep abreast of changes as new products are developed and distributed.
7. Maintain an accurate inventory of maintenance supplies and equipment within each building and the district maintenance shop.

8. Assist the superintendent in developing a budget for building and grounds maintenance and to order supplies and equipment in accordance with the approved budget.
9. Provide delivery services between the schools for equipment, supplies, hot lunch supplies, etc. when requested.
10. Conduct a safety inspection of the grounds and buildings on a regular schedule for broken equipment, broken glass or other such hazards that could cause accidents or injuries and to insure that we are in compliance with state and local safety codes.
11. Be responsible for snow removal at the elementary school. Snow should be removed prior to the beginning of school and again during the day when the need arises.
12. Maintain and operate the heat at the elementary and assist with the operation at the high school.
13. Coordinate and work with the Transportation Supervisor on projects that require more than one person (such as moving freight or furniture).
14. Maintain shop, storage areas, furnace rooms and other work places in an attractive, orderly and safe condition to avoid safety hazards and to facilitate efficient and pleasant working conditions.
15. Change light bulbs when necessary in both buildings.

TERMS OF EMPLOYMENT: The Maintenance Supervisor will be hired as an “at will” employee of the district, hired for twelve months each year. Legal holidays, paid vacation and personnel benefits will be in accordance with the district’s personnel policies for classified staff.

EVALUATION: The Maintenance Supervisor will be evaluated by the superintendent in accordance with the District policy governing classified personnel.