

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Supervisor, Maintenance, Building Engineers, Roofing, Ceiling Tile	<b>JOB CODE:</b> 455C
<b>DIVISION:</b> Operational Support	<b>SALARY SCHEDULE:</b> Prof/Supervisory Support Annual
<b>DEPARTMENT:</b> Maintenance Services	<b>WORKDAYS:</b> Annual Administrative Employees
<b>REPORTS TO:</b> Executive Director, Maintenance Services	<b>PAY GRADE:</b> Rank E (NK05)
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> 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.	
<b>REVISION DATE(S):</b> 9/24	

#### REQUIREMENTS:

1.	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.
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 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, inspects work for compliance to specifications and assists crews when needed in the performance of their duties.
3.	Reviews maintenance requests and schedules work to be performed by assigned crews.
4.	Provides periodic 24 hours a day, 7 seven days a week on-call support.
5.	Provides labor and material estimates for repairs /renovations and tracks/coordinates all trade activities on computerized maintenance management system.
6.	Recommends types of equipment and supplies for purchase.
7.	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.
8.	Promotes good public relations and employee morale.
9.	Reads, interprets, and develops special conditions for outsourced contract RFP's/bids and manages assigned contracts in an effective manner.
10.	Assists/advises in budgetary matters pertaining to Maintenance Services.
11.	Performs Value Engineering reviews and provides timely feedback on all capital projects for assigned trades.
12.	Ensures employees are professionally trained to operate assigned equipment safely.
13.	Develops and analyzes ACT reports and takes actions to improve work processes.
14.	Manages assigned projects to ensure completion in a timely manner and within budget.

15.	Provides reliable, timely communication and status to the managerial team.
16.	Observes employee job performance and accurately depicts it within evaluations.
17.	Responds promptly and professionally to employee disciplinary issues by taking appropriate action.
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.	Works with the Property Control Department on Maintenance inventory control.
21.	Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_