

JOB DESCRIPTION

POSITION TITLE: Supervisor, Maintenance Carpentry, Glaziers & Locksmiths	JOB CODE: 455C
DIVISION: Operational Support	SALARY SCHEDULE: Prof/Supervisory Support Annual
DEPARTMENT: Maintenance Services	WORKDAYS: 231
REPORTS TO: Assistant Director, Maintenance Services	PAY GRADE: Rank E (NK05)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Assists the Senior Executive and Assistant Directors of Maintenance Services in all matters relating to the maintenance and construction of School System properties, as well as overseeing all functions relating to assigned trades, personnel and projects.	
REVISION DATE(S): 2/26	

REQUIREMENTS:

1.	Educational Level: Educational Level: Bachelor's degree or its required equivalency (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, required and a minimum of 10 years Commercial Carpentry, required.
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.

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 with specifications.
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 of on-call support.
5.	Provides labor and material estimates for repairs and renovations.
6.	Recommends types of equipment and supplies for purchase.
7.	Provides assistance to maintenance crews when needed in performance of their duties.
8.	Tracks and coordinates all trade activities on computerized maintenance management system.
9.	Interfaces with school principals in evaluating maintenance needs and communicates status of on-going maintenance projects.
10.	Promotes good public relations and employee morale.
11.	Reads, interprets and develops special conditions for outsourced contract RFP's and bids.
12.	Manages assigned contracts in an effective manner
13.	Resolves customer complaints in a timely manner ensuring status follow-up.
14.	Assists/advises in budgetary matters pertaining to Maintenance Services

15.	Work in tandem with the SPLOST group to ensure all renovation projects/replacements comply with our current guide specifications. Keep (trade specific) guide specifications current and up to date. Review of Blueprints and Project Manuals on all construction projects.
16.	Ensure employees are properly trained to operate assigned equipment safely.
17.	Develops and analyzes ACT reports and takes actions to improve work processes.
18.	Manages assigned projects to ensure completion in a timely manner and within budget.
19.	Provides reliable, timely communication and status to the managerial team
20.	Observes employee job performance and accurately depicts it within evaluations.
21.	Responds promptly and professionally to employee disciplinary issues by taking appropriate action.
22.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____