



EMPLOYEE NAME: _____

Revised: 3/96; 1/98; 2/04; 4/08; 10/12; 6/18; 11/23; 9/24

JOB DESCRIPTION

POSITION TITLE: Supervisor, Maintenance HVAC & Air Filtration	JOB CODE: 455C
DIVISION: Operational Support	SALARY SCHEDULE: Prof/Supervisor Support Annual
DEPARTMENT: Maintenance Services	WORKDAYS: Annual Administrative Employees
REPORTS TO: Executive Director, Maintenance Services	PAY GRADE: Rank E (NK05)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Assists the Executive Director 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.	
REVISION DATE(S): 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, EPA refrigeration card, State of Georgia Non-restricted conditioned air license or 5 required NATE modules.
3.	Experience: Minimum of 2 years in a lead or supervisory role. Minimum 10 years of commercial HVAC experience. K-12 experience preferred.
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 to specifications.
3.	Reviews maintenance requests and schedules work to be performed by assigned crews.
4.	Provides periodic 24 hours a day, 7 days a week on-call support.
5.	Provides labor and material estimates for repairs and renovations.
6.	Recommends types of equipment and supplies for purchase.
7.	Aids 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.	Performs Value Engineering reviews and provides timely feedback on all capital projects for assigned trades.
16.	Ensures 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 _____