

# MONROE COUNTY SCHOOLS POSITION DESCRIPTION

**Title:** Supervisor Maintenance

## GENERAL DESCRIPTION

The essential function of the position within the organization is to assist the Director of Maintenance in planning, coordinating and supervising facility maintenance and custodial operations. The position is responsible for assisting with staff supervision, identifying facility maintenance needs, coordinating and monitoring maintenance and improvements with staff and contractors, assisting with equipment and materials acquisition and maintenance, and performing related work as assigned. The position works independently, reporting major activities through periodic meetings.

### **Primary Duties:**

*This list represents the essential tasks performed by the position. These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.*

Assists in planning, coordinating and supervising District facility maintenance and improvement projects.

Supervises assigned staff, including recommending selection, training, assigning and evaluating work, counseling, disciplining, and recommending termination; prepares periodic employee performance evaluations.

Coordinates custodial program via contractor and inspects custodial program effectiveness.

Provides guidance to personnel in complying with applicable policy and procedures, and standards of quality and safety; arranges for training in the safe use of maintenance tools and equipment.

Assists with budget development; selects and procures necessary equipment, parts and materials; monitors expenditures and prepares related reports.

Assists in establishing facility maintenance five-year plans, standards and schedules; maintains an efficient work order system; receives and supervises the timely completion of work orders.

Inspects facilities, playgrounds, athletic fields and other areas for maintenance, repair and janitorial needs; makes appropriate recommendations and implements improvements as appropriate.

Monitors energy usage; investigates problems with air/energy systems and makes recommendations for modifications as necessary to increase or maintain system efficiency and effectiveness.

Serves as project manager for assigned maintenance projects; assists in selecting and managing contractors.

Writes technical specifications that are used in selecting contractors and contracting services.

Inspects work in progress and completed by both staff and contractors to ensure compliance with District policies, procedures and standards of quality and safety.

Coordinates assigned activities with those of other District staff and outside agencies as appropriate.

Receives and responds to inquiries, concerns, complaints and requests for assistance regarding areas of responsibility.

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Responds to after-hours requests for service.

Performs general administrative/clerical work as necessary, including entering and retrieving computer data, maintaining project records, copying and filing documents.

Conducts or attends staff meetings to exchange information; attends training, seminars or workshops to enhance job knowledge and skills.

Identifies opportunities for increasing effectiveness and reducing operating costs.

## **Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Employees are expected to fulfill other duties as assigned.

## **GENERAL RESPONSIBILITIES AND REQUIREMENTS**

### **Data Responsibility:**

*"Data Responsibility" refers to information, knowledge, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Must be competent in using database and word processing programs.

Directs others in major events and reports on activities and results

### **People Responsibility:**

*"People Responsibility" refers to individuals who have contact with or are influenced by the position.*

Supervises or directs others by determining or interpreting work procedures, assigning specific duties, maintaining harmonious relations, and promoting efficiency.

### **Assets Responsibility:**

*"Assets Responsibility" refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving major economies and/or preventing major losses through the management of a moderate sized department, authorizing expenditures of large amounts of money, supervising the purchasing of high value materials, supplies and equipment.

### **Mathematical Requirement:**

*"Mathematics" deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

Uses algebra, trigonometry, and geometry to calculate size and distance.

### **Communications Requirements:**

*"Communications" involves the ability to read, write, and speak.*

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Reads technical instructions, charts, and/or procedures manuals; composes routine reports and completes job forms; speaks compound sentences using standard grammar.

**Complexity of Work:**

*“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization; requires continuous, close attention for accurate results and frequent exposure to unusual pressure.

**Impact of Decisions:**

*“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with moderate impact - may affect most units in organization, and may affect citizens.

**Equipment Usage:**

*“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

*Supervises the handling of machines, tools, equipment, or work aids involving extensive latitude for judgment regarding attainment of standard or in selecting appropriate items.*

**Safety of Others:**

*“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.*

Requires considerable responsibility for the safety and health of others and/or continuous enforcement of the laws and standards of public health and safety.

## **EDUCATION AND EXPERIENCE REQUIREMENTS**

**Education Requirements:**

*“Education Requirements” refers to job specific training and education required for entry into the position.*

Requires a minimum of a ~~high school diploma or GED~~ Bachelor's Degree or ten years applicable experience.

~~One year of college or vocational school education in~~ Bachelor's degree in industrial management, facility management, engineering, building trade(s), building construction or related field is preferred.

**Licenses Certifications Registrations Required:**

*“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

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Appropriate State of Florida professional certification as required and applicable.

**Experience Requirements:**

*“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Ten years applicable experience.

Must be competent in using data base and word processing.

**AMERICANS WITH DISABILITIES REQUIREMENTS**

**Physical Demands:**

*“Physical Demands” refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires medium to heavy work involving exerting up to 50 pounds of force on a frequent basis and exceptional dexterity and skill in operating machinery, tools, or office equipment.

**Unavoidable Hazards:**

*“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.*

The position may be exposed to extreme heat/cold, wet or humid conditions, bright/dim lights, dust or pollen, intense noise levels, vibration, fumes or noxious odors, moving mechanical parts, electrical shock, heights, disease/pathogens, traffic, animals/wildlife, explosives, toxic or caustic chemicals.

**Sensory Requirements:**

*“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing and speaking abilities, color perception.

**American With Disabilities Act Compliance:**

ADA requires the District to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

**Term of Employment:**

Annual Contract

**Reports To:**

Director of Maintenance

**Supervises:**

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Maintenance Personnel

PAY GRADE: From: D135A1 To: D135O3

Number of Months: Number of Days: Hours:

Exempt

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_

Board Approved 5/24/2016