

TITLE: MAINTENANCE TEAM SUPERVISOR

JOB GOAL: In accordance with board policy, the Maintenance Team Supervisor has the responsibility of supervising all personnel and outside contractors who are providing the services necessary for the maintenance, cleaning and safety operations of District property. This is a working supervisory position in that some of his/her day could be spent teaching new skills directly, or helping with some projects which might require the temporary reassignment of existing staff.

REPORTS TO: Superintendent, principals

COORDINATES WITH: Superintendent, principals, maintenance and custodial staff to complete all tasks as needed in maintenance and custodial areas; schedule and organize work for other maintenance and custodial workers; organize, supervise, direct and help in grounds keeping and snow removal; Work at this level is characterized by the latitude to exercise independent judgment and individual initiative.

RELATES TO: Superintendent, building principals, other maintenance staff and custodians, teachers, students and co-workers

DIRECTS, SUPERVISES AND EVALUATES: All maintenance and custodial staff; evaluations of all maintenance and custodial staff to be completed annually with input from principals

ACCOUNTABILITY OBJECTIVES:

1. Ensure the proper maintenance of mechanical equipment, buildings and grounds, including seeing that appropriate preventative maintenance is performed.
2. Ensure that all custodial work is scheduled and properly completed in a timely manner.
3. Ensure that all maintenance, custodial and grounds keeping staff are properly directed in their activities and properly trained and supervised.
4. Ensure that contracted service providers are completing tasks according to agreements for contracts.
5. Ensure that all safety training is provided for maintenance, custodial and grounds keepers and that all safety measures are properly taken at all times.

REQUIRED QUALIFICATIONS:

1. High school diploma or formal equivalent.
2. Thorough knowledge of the methods, practices, tools and materials for electrical, carpentry, plumbing, and HVAC with expertise in one of the above as applied to school building and equipment repair and maintenance.
3. Thorough knowledge of occupational hazards and safety precautions of school maintenance work, including all Wisconsin Department of Safety and Professional Services, OSHA and US Department of Labor standards.
4. Demonstrated ability to maintain detailed records and complete reports.
5. Demonstrated ability to communicate both verbally and in writing.
6. Satisfactory completion of a two year post high school training program which includes course work in building or mechanical maintenance (significant relevant work may substitute for this qualification).
7. Excellent performance rating in present job.
8. Demonstrated ability to supervise adult and juvenile workers.
9. Maintains valid Wisconsin driver's license and good driving record.

10. Must provide medical verification of excellent physical condition, annually. The District reserves the right to require a second opinion as deemed appropriate.
11. First aid and CPR certification (or must secure certification within one semester).
12. Ability to perform all tasks of building head maintenance/custodians.
13. Ability to learn specific computer skills related to the job.
14. Must be able to lift at least 50 pounds regularly and routinely as needed.

PREFERRED QUALIFICATIONS:

1. Certification in HVAC, Electrical or Plumbing from two-year college.
2. Completion of a two year or four year post high school degree.

PERFORMANCE RESPONSIBILITIES:

1. Establishes and administers schedules and procedures for the regular ongoing custodial and maintenance care of all school facilities and grounds of the district.
2. Supervises and assigns all building and grounds personnel.
3. Provides annual evaluation of all custodial, maintenance and grounds personnel. Input from other administrators will be sought.
4. Maintains a detailed computerized record of the regular custodial cleaning schedule and time records of personnel assigned to that schedule for each facility.
5. Inspects building and grounds regularly and confers with principals and head maintenance/custodians regarding custodial/maintenance work.
6. Establishes an ongoing training program for all maintenance/custodial staff.
7. Prepares and administers custodial/maintenance budgets.
8. Bids and orders maintenance, custodial, and grounds supplies and equipment and maintains an appropriate inventory.
9. Establishes priority custodial/maintenance projects for building and grounds with input from superintendent and/or building principals and provides cost estimates.
10. Establishes a cooperative team plan to be used for any special maintenance work.
11. Assumes responsibility for all safety issues and maintenance of records relative to equipment and hazardous materials including asbestos, buildings, and grounds. This includes all OSHA, ~~DILHR~~ Wisconsin Department of Safety and Professional Services, and US Department of Labor standards.
12. Organizes and implements a program of preventative maintenance.
13. In conjunction with the superintendent, assigns work via quotation or bid process to carpenters, plumbers, electricians, etc.
14. Supervises and inspects the improvement and renovation work performed by outside contractors, and verifies that the terms of all such contracts have been fulfilled prior to authorizing final payment.
15. Interviews, selects, and recommends all maintenance and custodial personnel for hiring.
16. Establishes the vacation schedules for all maintenance/custodial personnel including groundskeeper.
17. Strives for professional improvement through appropriate post-high school course work, out of district inservice programs, periodic onsite reviews of neighboring institutions or businesses, etc.
18. Attends board of education meetings as directed by the superintendent.
19. Maintains computer records for work orders and preventative maintenance.
20. Performs other duties as assigned by the superintendent or building principals.

Adopted: 11/01/1999

Amended: 10/29/2018