

Maintenance Supervisor (Assistant Maintenance Manager)

Classified Position - 7435

<u>Salary</u> Specialized Classified Position per Salary Schedule	<u>Days</u> 260	<u>Reports to:</u> Assistant Superintendent
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SCOPE OF RESPONSIBILITIES

Plan, organize, schedule, assign and review maintenance work for one or more trades groups; train, supervise and evaluate the work of assigned employees

REPRESENTATIVE DUTIES / ESSENTIAL FUNCTIONS

1. Plan, organize, coordinate and oversee day-to-day maintenance activities to assure the proper and efficient maintenance and repair of District buildings and facilities
2. Train, supervise and evaluate the performance of assigned maintenance and skilled staff; assign and review work and participate in the selection of new personnel as assigned
3. Develop and prepare work schedules; review maintenance reports and work orders; prioritize and coordinate duties and assignments to assure effective workflow and facilitate operations; coordinate responses to emergency calls
4. Prepare and maintain records, files, logs and reports related to personnel, inventory, supplies, work requests, work performed and safety issues as assigned
5. Conduct inspections of buildings and facilities to determine maintenance and repair needs and quality of work performed; recommend the removal of fire, safety or health hazards including asbestos-related issues; instruct staff in safe work practices
6. Participate in the establishment and implementation of a systematic preventive maintenance program; investigate vandalism as necessary
7. Assist in determining needed equipment, materials and supplies for the District maintenance operations; requisition a wide variety of supplies, maintenance tools and equipment
8. Communicate with vendors, contractors and inspectors regarding maintenance operations and activities, materials, specifications, scheduling and District policies and procedures
9. Maintains regular and predictable attendance
10. Adheres to the professional code of ethics
11. Successfully utilizes technology as appropriate in job function
12. Perform related duties as assigned

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Methods, materials, and equipment used in the various building maintenance trades such as carpentry, plumbing, painting, electrical, heating and ventilating and air conditioning as assigned
- Building construction practices and laws governing the construction and repair of public buildings
- Appropriate safety precautions and procedures
- Health and safety regulations
- Applicable State, County and City laws, codes and regulations related to building and grounds maintenance operations
- District organization, operations, policies and objectives
- Oral and written communication skills
- Record-keeping techniques

ABILITY TO:

- Perform a variety of responsible duties related to the supervision of maintenance operations and activities
- Plan, organize, schedule, assign and review maintenance work
- Train, supervise and evaluate personnel
- Prioritize and schedule work

- Read, interpret and work from construction drawings and blueprints
- Estimate materials and labor costs
- Plan, layout, direct and control a maintenance work program involving diversified activities.
- Work independently with little direction
- Communicate effectively both orally and in writing
- Maintain records and prepare reports
- Establish and maintain cooperative and effective working relationships with others.
- Perform heavy physical labor
- Observe legal and defensive driving practices

MINIMUM QUALIFICATIONS

1. Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law
2. Four years increasingly responsible skilled maintenance experience related to assigned area of responsibility