JOB TITLE: MAINTENANCE SUPERVISOR

QUALIFICATIONS: A high school diploma, GED or Graduation Certificate. Possess competent skills in plumbing, electrical, and carpentry work. The ability to manage and supervise people, properties, and programs necessary to the operations and maintenance of schools and school facilities.

REPORTS TO: Superintendent or person designated by the Superintendent or Board.

SUPERVISES: Persons designated by the Superintendent.

PERFORMANCE RESPONSIBILITIES:

1. Directs and supervises the maintenance and operation of all school buildings and facilities.
2. Supervises the purchasing of maintenance supplies.
3. Conducts on-going school inventory for maintenance supplies.
4. Receives complaints and maintenance requests concerning all school facilities.
5. Perform other duties as assigned by the Superintendent or his designee.
6. Works with appropriate school officials in developing short and long range building maintenance goals and plans.
7. Assists Transportation Director as needed on identified projects.

TERMS OF EMPLOYMENT: Twelve months. Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.

Approved By___________________________ Date___________

Signature of Employee___________________________ Date___________