



EDUCATION . . .
Road To Success

HANCOCK PLACE SCHOOL DISTRICT

SECTION: 500 Support Staff Positions
TITLE: 017 Maintenance Supervisor

TITLE:	Maintenance Supervisor
QUALIFICATIONS	<ul style="list-style-type: none">* High school diploma or equivalent.* Minimum of three (3) years of experience in maintenance operations of public buildings.* Previous experience in maintenance of school buildings is preferred.* Knowledge and experience with specific trade areas (electrical, plumbing, HVAC, carpentry, etc.).
REPORTS TO / EVALUATED BY:	Assistant Superintendent and Superintendent
TERM OF POSITION:	12-months <ul style="list-style-type: none">* The Maintenance Supervisor will serve a total of 52 calendar weeks (260 work days), beginning July 1 and ending June 30 in each fiscal year.* The Maintenance Supervisor will serve a total of 8 hours per work day.
SALARY:	Negotiable
VACATION:	5 days after 1st year of service; 10 days after 2nd year of service; 15 days after 5th year of service
JOB GOAL:	The goal of the Maintenance Supervisor is to ensure that all of the district's buildings and facilities are attractive, comfortable, safe, and well-maintained for all students and school personnel.
RESPONSIBILITIES:	<ul style="list-style-type: none">* Organizes and schedules procedures for the regular and on-going maintenance of all school and office facilities in the district.* Regularly inspects all facilities to determine that high standards of safety are maintained.* Establishes, organizes, assigns, and schedules the maintenance staff to various work sites within the district.* Responsible for re-assigning maintenance employees, as needed, to cover extended absences.* Establishes, organizes, and supervises all summer maintenance programs and schedules.* Assists the Assistant Superintendent in developing the maintenance budget and in purchasing needed maintenance supplies and equipment.* Maintains an accurate inventory of maintenance supplies and equipment.* Works closely with outside contractors when special skills are required to complete needed repairs.* Ensure that all heating and ventilation systems are working properly and routinely checked.* Ensure that all repairs are made in accordance to acceptable Code regulations.* Ensure that all district vehicles are inspected and working properly and maintained on a regular basis.* Maintain a complete and accurate log of all district work orders and their status.* Works closely with the district's administrators to ensure an effective security program is established for all buildings and facilities.



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- * Works closely with local agencies and the district's administrators to ensure that the buildings and grounds are safe and in compliance with acceptable safety standards and emergency preparedness plans.
- * Assists the Assistant Superintendent and/or Superintendent in reporting road conditions during inclement weather.
- * Ensures that the buildings and grounds are safe during inclement weather conditions.
- * Reports major repairs needed promptly to the Assistant Superintendent.
- * Responsible for collecting maintenance timesheets weekly and ensuring that same are delivered to the Payroll Office.
- * Assists the Assistant Superintendent in the evaluation process of the maintenance staff in accordance with district policies.
- * Ensure that maintenance staff attend and participate in all district-required training programs and inservice workshops.
- * Ensure that maintenance staff maintain a neat and clean personal appearance and wear district uniforms at all times when performing maintenance duties.
- * Prepare and submit all reports as requested by the building administrators and/or Central Office administrators.
- * Maintains confidentiality of all school-related matters.
- * Perform all other duties as dictated by law and/or assigned by the Superintendent or Assistant Superintendent.

Hancock Place School District
Date Approved: December 14, 2005