

# Minidoka County Joint School District #331

**Class Title:** Maintenance Supervisor

**FLSA Designation:** Salaried

**Class Primary Summary:** The Maintenance Supervisor classification supervises maintenance functions and employees to ensure the safe physical operation of District schools, administrative buildings, grounds, and related facilities. Duties include budgeting, personnel management, scheduling, and planning and estimating material and equipment needs. The position supervises the Maintenance, Grounds-keeping, and secretarial positions. The duties include supervising and performing maintenance, construction, and repair duties on HVAC, plumbing, mechanical, alarm, and other systems. The principal duties of this class are performed in an office and school building environment.

**Acceptable Qualifications:**

- High school diploma or GED equivalency;
- Degree in construction management, or a related field is preferred;
- Minimum five (5) years experience in a related field is preferred; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work;
- Valid Idaho driver's license.

Knowledge of:

- Employee supervision, training, and evaluation methods and techniques;
- Methods, materials, tools, techniques, and standard practices of school building maintenance, construction, and remodel;
- Construction, mechanical, health and safety, environmental, access, and other applicable federal, state, District, county, and municipal codes, regulations, and requirements;
- Federal (OSHA) regulations and District policies regarding safe work practices relating to use of heavy equipment, power tools, ladders and power lifts, and repair and maintenance materials.

Ability to:

- Perform building and facility inspections;
- Prepare, implement, and administer an annual budget;
- Administer construction and remodel projects for completion and compliance with building, safety and health, environmental, access, and other applicable codes;
- Prepare and maintain written reports, work orders and maintenance records;
- Prepare and maintain required records, files, reports, logs, and documentation;
- Prepare bid and building project specifications;
- Read and interpret technical manuals, blueprints, and diagrams;
- Troubleshoot and repair electrical, plumbing, mechanical, HVAC, alarm, and related operating systems;
- Work on multiple projects, set priorities, and allocate resources for project completion;
- Operate standard office equipment, including a personal computer using program applications appropriate to assigned duties;
- Operate heavy equipment;
- Operate power equipment;
- Operate hand tools;
- Operate a motor vehicle.

**Reports to:** Superintendent or Designee

**Essential Duties and Responsibilities (may vary by assignment):**

- Administers and supervises employees in the maintenance and physical operations of schools, administrative buildings, grounds, playing and recreation fields, warehouse and supply facilities, and related facilities;
- Ensures the safe operation of facilities and compliance with federal, state, county, municipal, and other applicable codes and regulations;

- Supervises, trains, and evaluates employees performing maintenance, repair, and related support functions;
- Determines whether projects will be done by in-house staff or be contracted out;
- Sets long-range and short-range maintenance schedules for buildings and grounds;
- Sets priorities and organizes resources including personnel, equipment, materials, and funding, to accomplish maintenance schedules;
- Administers new and remodel construction projects for timely completion and compliance with applicable building and construction codes;
- Prepares and administers capital outlay, maintenance, and support budgets and monitors expenditures for compliance;
- Administers District compliance with life, health, environmental, safety, access, and related codes, regulations, and requirements;
- Prepares capital outlay, construction, remodel, and related bid packages;
- Performs frequent safety, maintenance, and compliance inspections of schools, buildings, grounds, and related facilities;
- Responds to and resolves requests for maintenance and other services by building principals, administrators, the public, and other interested and affected persons;
- Assists with maintenance, repair, and installation work on HVAC, electrical, plumbing, mechanical, alarm, and structural systems;
- Performs all work duties and activities in accordance with District policies, procedures, and safety practices.

**Other Related Duties:**

- On call to respond to emergency situations;
- Performs snow removal duties, as needed;
- Performs other duties as assigned.

**Essential Physical Abilities**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to understand verbal instructions, discern warning and safety alarms such as vehicle backup alarms; and communicate with others; comprehend written work instructions; work orders, blueprints and diagrams, technical documents, dials and gauges, and to move through unfamiliar buildings and rooms; operate a motor vehicle and to operate a variety of power and hand tools and to make adjustments to equipment; lift or move objects up to 50 pounds regularly and 100 pounds occasionally; work in areas with only artificial light, to work within a tightly enclosed areas; and work in a building maintenance environment. Jobs in this class require performing repetitive hand movement in gripping, fingering and hand/wrist/arm movements; standing, moving and walking eight or more hours at a time. Occasionally related job tasks may require, with or without reasonable accommodation, lifting, stooping, squatting, kneeling, bending, crouching, pushing, grasping, reaching, and using a ladder.

**All classified employees of the Minidoka County School District #331, including employees in this position, are “at will” employees. The job description/classification specification does not constitute an employment agreement between the District and the employee, and is subject to change by the District as the needs of the District and the requirements of the position change. All employees may be required to perform such other duties as may be requested by their supervisor, department manager or other District official.**