

Coosa County Schools Job Description

JOB TITLE: MAINTENANCE SUPERVISOR

QUALIFICATIONS:

1. High school graduate or equivalent.
2. Minimum of eight years experience in general construction and maintenance, with knowledge of plumbing, electricity, carpentry, painting and general maintenance OR
3. Minimum five years experience in a school system maintenance department OR
4. Completion of a trade or technical school program in the relevant trade.
5. Cleared background check through FBI and ABI processes.

REPORTS TO: Superintendent

JOB GOAL: To maintain the sites, equipment, facilities of the school system.

PERFORMANCE RESPONSIBILITIES:

1. Regular and punctual attendance; full compliance with system sick leave and personal leave policies.
2. Conduct and supervise inspections of school buildings, grounds, and equipment to determine condition and maintenance needs; completing repairs and maintenance as needed to maintain good condition.
3. Provide technical supervision and assistance to appropriate maintenance personnel.
4. Determine and order needed supplies and materials for job sites, and maintain an inventory system for all parts and supplies.
5. Assist in recruiting, screening, and evaluating the performance of maintenance employees as assigned.
6. Assist in establishing safety and work standards for maintenance operations and insure adherence to these standards.
7. Work with the architect on projects as assigned.
8. Consult with and supervise the work of outside contractors.
9. Schedule and complete work orders for maintenance in a timely manner, prioritizing job assignments by importance.
10. Repair electrical, HVAC, and refrigeration equipment to include troubleshooting, adjustment, component replacement, component repair, and modifications as authorized by manufacturer's instruction.
11. Maintain, repair, and/or replace equipment through emergency, routine, and preventive maintenance.
12. Perform repairs and maintenance in the areas of electrical, carpentry, plumbing, mechanical, heating, ventilating, roofing, floor/wall coverings, security devices and other physical items.
13. Perform general custodial and general cleaning as directed.
14. Subject to call in cases of emergency that may threaten the school system's property or equipment.
15. Maintain credentials to operate vehicles and equipment as necessary to accomplish work assignments.
16. Maintain proper and professional relationship with students, parents, other employees, and the public.

17. Respect the confidentiality of information pertaining to students, staff, and school system.
18. Assume other duties as assigned by supervisor.

PHYSICAL REQUIREMENTS TO PERFORM ESSENTIAL FUNCTIONS:

1. Stand and walk 85% of work shift.
2. Lift up to 100 pounds on an occasional basis.
3. Climb steps, extension ladders and scaffolds on a frequent basis.
4. Stoop, bend, crawl, squat, twist, and reach on a frequent basis.
5. Work in extreme heat and cold on a frequent basis.
6. Adequate strength, dexterity, and agility to perform all required tasks.

*In the event of unusual school circumstances (destruction due to weather, pandemic, other critical situations) other duties may be assigned in order to assist the continuation of educational and other school related functions as necessary.

It is the policy of the Coosa County Board of Education that no person shall, on the grounds of race, color, disability, gender, religion, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.