

**Stanwood-Camano School District
Human Resources
Job Description**

TITLE: Maintenance Supervisor

GENERAL SUMMARY

The Maintenance Supervisor is charged with maintaining the physical school facilities in a condition of operating excellence, cleanliness, and safety so that full educational use of them may be made at all times. As such, the Maintenance Supervisor supervises and coordinates activities of workers engaged in cleaning, maintaining and repairing school district buildings and grounds. Directs workers engaged in painting and performing structural repairs to buildings and maintaining and repairing building utility systems, such as electrical wiring and controls, heating and ventilation systems, and water distribution and plumbing systems. Directs workers engaged in grounds maintenance and field preparation activities.

MINIMUM QUALIFICATIONS

Education and Experience

- High school diploma or GED (General Education Degree)
- Minimum of three (3) years experience in the field of maintenance and/or operations
- Valid Washington State driver's license required
- Valid First Aid and CPR certificates required

Required Knowledge, Skills and Abilities

- Ability to work effectively with others and utilize effective team-building skills
- Ability to direct and delegate responsibilities to others when appropriate
- Ability to accept delegated responsibility willingly
- Ability to communicate ideas and directives clearly and effectively, both orally and in writing
- Effective active listening skills
- Organizational and problem-solving skills
- Ability to be available during emergencies after normal work hours

DUTIES AND RESPONSIBILITIES

- Assumes responsibility for the comprehensive overall planning and scheduling of maintenance and repair requirements of the district
- Establishes appropriate maintenance, groundskeeping, security and custodial requirements for each school building and facility
- Directs the maintenance of all buildings and grounds as to cleanliness and safety

- Ensures that standards consistent with all applicable laws are maintained at a minimum
- Recommends for purchase necessary equipment and supplies
- Receives, stores and issues all maintenance and grounds materials, supplies and equipment
- Inspects all school buildings, grounds and installations on a regular basis to determine that high standards of workmanship, cleanliness, safety and security are maintained
- Conducts periodic inspection of all school facilities to ensure fire safety and organizes and implements a program of preventive maintenance
- Keeps informed of the latest trends, developments and products in the area of maintenance, repair and upkeep, and encourages innovation and experimentation as appropriate
- Reviews on a regular basis all security precautions and procedures and recommends additions, changes or reductions in service as appropriate
- Prepares and administers the budget for maintenance, grounds, security and custodial supplies and equipment
- Maintains such personnel, insurance and other records for areas of concern as necessary
- Supervises and approves payment of outside contractors performing work for the district
- Makes recommendations for determination of rent-or-buy decisions and optimal timing of replacements for vehicles and equipment assigned to the department
- Maintains a coordinated inventory control program for all areas of the department
- Assists in the recruitment, employment, assignment, transfer, promotion, or dismissal of maintenance and custodial personnel
- Organizes and implements an orientation program on proper operation and maintenance of school facilities for departmental personnel and conducts a continuing program of staff training and personnel development
- Schedules work routines for departmental personnel and coordinates vacation schedules for departmental personnel
- Directs the preparation of playing fields, grounds, and other necessary facilities for athletics and other school activities
- Conducts a comprehensive and detailed cost analysis program of departmental expenditures as a basis for governing annual forecast of expenditure requirements
- Establishes and administers schedules and procedures for regular, ongoing custodial care of all school and office facilities for the district
- Conducts meetings of the custodial staff when it is deemed necessary for purposes of training or morale
- Establishes and supervises summer cleaning programs and schedules
- Other duties as assigned

SUPERVISOR: Executive Director of Business and Finance

7/12/04

