

## Maintenance Supervisor

### Nature of Work

Employees in this classification supervise and assist in performing skilled maintenance and repair work for the Jefferson County Board of Education. Incumbents assign and perform a variety of technical assignments depending upon seasonal and workload demands and must be capable of performing skilled journeyman level duties in electrical troubleshooting and repair, plumbing installation and repair, carpentry, sheet rock repair, painting, masonry, and roofing. Additional responsibilities include preventive maintenance and repair of major school building systems including heating and air conditioning components, public bathroom facilities, lighting fixtures, cafeteria and cooking equipment, and school equipment and furniture. Work is reviewed by the Superintendent of Schools based upon the overall safety and effectiveness of maintenance operations for Jefferson County public school facilities.

### Illustrative Examples of Work

- Establish long and short term plans for maintenance operations and direct the daily activities of maintenance mechanics.
- Insure compliance of maintenance operations and facility standards in accordance with federal, state, and local regulations.
- Assist school principals in the design and development of special school projects.
- Interact with federal, state, and local inspectors to inspect school properties and insure compliance with all applicable regulations and guidelines.
- Inspect the repair work of the maintenance staff to insure that the work is completed in a thorough and safe manner.
- Install, repair and replace electrical switches, receptacles, outlets, etc.
- Install, repair and replace copper, galvanized, or PVC pipes and other plumbing fixtures.
- Repair or replace hot water heaters.
- Troubleshoot lighting and electrical malfunctions and make the necessary repairs using appropriate tag out procedures.
- Maintain an accurate and organized system to document maintenance expenditures, work orders, inventory, and payroll hours.
- Troubleshoot and repairs major building system components including heat and air, lighting, and plumbing fixtures.
- Supervise and assist in building decks, ramps and other structures for portable classrooms.
- Respond to emergency situations and determines the most appropriate course of action to make needed repairs and insure the safety of school staff and students.
- Complete work orders and document the use of supplies and components used for repair.
- Install or repair air conditioning units including the recovering and installation of refrigerants.
- Keep all tools and equipment in good operating order and cleans area upon completion of repair work.
- Perform related work as required.

## **Necessary Requirements of Work**

Graduation from an accredited high school; supplemented with vocational craft training; considerable experience in plumbing, appliance repair, carpentry, and electrical repair, ability to supervise others and interact with the public in a tactful manner, or any equivalent combination of education and experience to provide the following critical knowledge, abilities or skills:

- Considerable knowledge of the methods, materials, tools, and practices of plumbing, appliance repair, carpentry, and electrical repair involved with building maintenance.
- Considerable knowledge of the hazards and safety precautions associated with all building maintenance activities including the proper use of respirators, lock out procedures, and the use of solvents and refrigerants (including MSDS specifications).
- Thorough knowledge of the Life Safety Code, applicable building regulations (electrical, boiler, OSHA, health, EPA, AHERA, A.D.A.), school board operating policy, and the Safe Schools Act.
- Knowledge of two or more of the following technical areas: welding, painting, pest extermination, residential construction, or air conditioning/refrigeration.
- Ability to direct and supervise the activities of maintenance staff.
- Ability to maintain an organized and accessible system of required documentation and supporting paperwork.
- Ability to accurately troubleshoot maintenance problems and perform needed repairs.
- Ability to communicate clearly and effectively with coworkers, residents and the public.
- Ability to plan and organize job assignments in an efficient and orderly manner.
- Ability to acquire, retain and utilize new maintenance techniques and procedures as advancements in technology occur.
- Ability to perform the physically demanding aspects of the job including excessive walking, bending, and lifting.
- Considerable skill in the care and use of the tools and equipment associated with public school building maintenance activities.
- Skill in the operation of motor vehicles including trucks, vans and automobiles.

## **Necessary Special Requirement**

- Possession of a valid Tennessee driver's license.
- Possession of an Electrical Contractors Registration Certificate.
- Possession of an Asbestos Supervisor Certificate.