

YKSD JOB DESCRIPTION



JOB TITLE: District-wide Maintenance Supervisor	
SUPERVISOR: Director of Facilities & Maintenance	CLASSIFICATION: CLASSIFIED (YKAA)
DAYS/MONTHS: 260 DAYS	

GENERAL RESPONSIBILITIES

Work generally focuses on the supervision of corrective and preventative maintenance activities. Provides training and support for site maintenance technicians. Requires knowledge of the operation, maintenance and repair of building systems.

DUTIES & EXPECTATIONS

1. Supervises the activities of site maintenance technicians.
2. Manages computerized work order program.
3. Purchases required maintenance supplies and arranges for shipping to site.
4. Coordinates repairs for corrective maintenance work requests.
5. Trains site maintenance staff in preventative maintenance activities and operation of facilities and equipment.
6. Performs periodic inspections of facilities and equipment.
7. Provides troubleshooting support to site maintenance technicians. May be required to work irregular hours or travel to site on short notice.
8. Monitors district utility use and cost.
9. Enters purchase order requests for maintenance department expenditures.
10. Assists the maintenance director in the organization of reports, management of the student transportation program, AHERA requirements, budget preparation, capital projects, and the teacher housing rental program.

EQUIPMENT USED

- Standard office equipment, including computer, printer, copier, fax machine, telephone system, and video conferencing.
- Use of manual or portable power tools for extended periods
- Welders, cutting torches, brazing tools, forklifts, scaffolding and ladders, generators, compressors, heating equipment, other miscellaneous hand and power tools.

INDEPENDENT DECISIONS

Makes decisions of a routine, job-related nature, based on School Board policy, district and/or building rules.

PRIMARY WORKING CONTACTS

Administrators, teachers, maintenance staff and contractors.

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SUPERVISION RECEIVED AND EXERCISED

Receives oral and/or written instructions from Director of Facilities and Maintenance.
Exercises supervision over site maintenance persons and contracted services.

UNUSUAL WORKING CONDITIONS

Some evening and weekend work will be required. Travel in small aircraft required. Working in areas of dust, fumes, and hazards. Moderate to high levels of noise. Confined areas such as attics and crawlspaces which may be dusty and dirty. Environmental hazards; petroleum spills, chemical spills, contaminated sites, etc. Physical agents (cold/heat stress, noise, hand-arm vibration, etc.). Heights of more than 6 feet above the ground (including roof top work)

EVALUATION

Annual written evaluation.

PHYSICAL AND MENTAL DEMANDS

Handling of bulky materials up to 50 pounds, unassisted. Lifting or moving heavier items with assistance of personnel and/or equipment. Considerable bending, kneeling, stooping and crawling. Climbing ladders and scaffolding.

QUALIFICATIONS

Education: High School diploma required. Bachelor's degree preferred.

Training and Certification: First Aid/CPR and Class II Fire Extinguisher Permit

Experience:

Must be able to demonstrate experience inspecting, maintaining and troubleshooting the following systems:

- Hydronic heating systems and related subcomponents including boilers, burners, circulating pumps, and electronic controls.
- Bulk fuel tank farms and fuel transfer systems.
- Power generation systems, electrical equipment, and building controls.
- Sprinkler systems, fire alarm systems and fire extinguishing equipment.
- Plumbing systems and fixtures.
- Exterior envelopes and weather resistant finishes and materials such as roofing, siding, decking, etc.
- Commercial doors and door hardware, windows, glazing and related hardware
- Interior finishes including gypsum, wall carpet, ceramic tile, acoustical tile, carpet, sheet vinyl flooring, rubber flooring, cabinetry, laminates and solid-surface finishes, etc.

Knowledge, Skills and Abilities:

- Proficient in the use of computers including email, scanning, spreadsheets.
- Must be able to type 40 wpm.
- Blueprints, plans, schematics and specifications