

Job Title: Construction/Maintenance Supervisor



Position Description

To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.

FLSA Status: Nonexempt
Reports to: Appropriate Supervisor or Designee
Supervises: Appropriate Staff as required
Pay Grade: Educational Support – 26

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD

JUNE 20, 2017

MALCOLM THOMAS, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this position is to plan, supervise, and inspect construction, maintenance and repair work in multiple trade disciplines, e.g., electrical, masonry, plumbing, painting, HVAC systems, carpentry.

ESSENTIAL JOB FUNCTIONS

- Schedules, trains, supervises, and evaluates routine construction and complex maintenance and repairs in multiple trade disciplines; directs and evaluates the work of skilled trades assistants.
- Schedules and inspects various skilled and semiskilled complex maintenance and construction projects.
- Ensures the disposal of waste and hazardous materials is in accordance with prescribed safety policies and environmental procedures; oversees cleanliness of maintenance facilities and equipment; ensures all work is performed in compliance with all applicable codes, standards, and regulatory requirements.
- Plans, designs, and implements all facets of projects with facility planners, contractors, and School District staff and administration; reviews bids and specifications.
- Maintains quotes, invoicing, and approval.
- Instructs and trains personnel and directs the accomplishment of unusual problems and activities.
- Communicates with District staff to respond to safety concerns regarding facility deterioration, project completion, and aesthetic improvements.
- Maintains open communication with employees, management, and project managers for the dissemination of information.
- Operates various automobiles and transport vehicles, e.g., car, utility truck, utility van.
- Completes necessary paperwork and reports as it relates to work projects.
- Performs various administrative duties, e.g., communicates and negotiates claims and repairs with insurance companies; estimates time and materials for repairs.
- Maintains various records and reports, e.g., job records, work orders, scrap/auction list; inventories supply for parts, equipment, machinery, and tools; performs material requests.
- Evaluates employee efforts and effectiveness.

- Reviews and authorizes daily credit card transactions.
- Tracks attendance of subordinates.
- Conforms to safety standards as prescribed.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- High school diploma, GED, or other equivalent, up to one year of specialized or technical training beyond high school.
- Eight (8) years commercial experience in construction and maintenance in two or more of the trade disciplines, to include experience in a lead position.
- Any combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.
- Must possess and maintain a valid Driver License.
- Master's License in area of specialty required.

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires the ability to display knowledge of supervisory principles and practices.
- Requires the ability to display knowledge of practices, methods, and techniques of general maintenance/construction and/or material and equipment handling.
- Requires the ability to display knowledge of occupational hazards and safety precautions.
- Requires the ability to act as a supervisor.
- Requires the ability to perform general maintenance and construction.
- Requires the ability to use and repair power and hand tools.
- Requires the ability to perform professional-level work dealing with data, people, and technology that relates to administrative, technical, scientific, engineering, accounting, legal, or managerial skills.
- Requires the ability to determine policies and procedures that will ensure the success of our operation.
- Requires the ability to prepare and/or process purchase orders.
- Requires the ability to maintain accountability for inventory/property management.
- Requires the ability to make recommendations that impact the budget and manage the budget within assigned department.
- Requires the ability to establish policies for using, acquiring, and/or maintaining heavy or complex machinery.
- Requires the ability to create plans for and guide implementation of major construction projects and capital improvement plans or programs.

PHYSICAL DEMANDS

While performing the essential functions of this job the employee is regularly required to stand, walk, use hands to finger, handle, or feel, reach with hands or arms, stoop, kneel, crouch, or crawl, and is occasionally required to lift and/or move more than 100 pounds. The work also requires the following physical abilities in order to perform the essential job functions: balancing, climbing, grasping, hearing, mental acuity, pulling, repetitive motion, speaking, talking, and visual acuity.

WORKING CONDITIONS

Employees in this position work in an environment with heavy equipment and machinery that could result in bodily harm to co-workers or others.

Date of Board Approval: June 20, 2017, effective July 1, 2017

Date of Revision: