**Job Title**: Supervisor - Maintenance

**Summary**: It is the responsibility of the Maintenance Supervisor to provide leadership to the Maintenance Department as well as perform preventative, corrective, and emergency maintenance services for the safety and effective facility use for District 94.

**Essential Duties and Responsibilities**: (Other duties and responsibilities may be assigned.)

* Supervise, evaluate, orient, and direct maintenance staff members.
* Provide leadership to other staff members in area of responsibility.
* Create and monitor on-call and overtime schedules.
* Interview and recommend employment of department personnel.
* Evaluate employee performance, conduct employee evaluations, provide support for continuous employee performance improvement, and assist in employee remediation process.
* Assist in the record-keeping of departmental personnel issues such as absenteeism, vacations, and other leaves of absence.
* Manage and maintain work order and preventive maintenance software program.
* Receive, prioritize, and assign work orders.
* Assist supervisor in maintenance purchasing and contractor services.
* Inspect and complete preventative maintenance tasks District-wide.
* Create standard procedures and protocols for maintenance duties; implements the same.
* Facilitate periodic maintenance staff meetings.
* Coordinate the use of contractors for necessary services including cost estimating, data gathering, purchasing services, and providing site supervision.
* Assist supervisor with the development and implementation of annual operating and capital budget and development of long-term capital plan.
* Perform on-call coverage as required.
* Recognize and observe safety and good housekeeping precautions; report concerns to supervisor.
* Insure that required inspections are completed in a timely basis and report the same to supervisor.
* Maintain District 94 quality standards for plant operations and maintenance of facilities.

**Supervisory Responsibilities**: Maintenance Mechanics

**Education, Certification, and Experience**:

* Supervisory or team leader experience.
* Knowledge of maintenance construction standards, code laws, and regulations.
* Ability to observe and report potential problems.
* Ability to perform mechanical, electrical, general building and plumbing repairs.
* Ability to read blue prints, schematic diagrams, interpret instructions and prepare specifications.
* High level of analytical ability where problems are complex. Ability to troubleshoot.
* Knowledge of basic math skills related to job tasks.
* Strong knowledge of mechanical/electrical building systems.
* Knowledge of test and diagnostic equipment used in calibration, repair and testing of pneumatic and electric controls.
* Knowledge of software for building automation system that controls building environment.
* Posses knowledge and experience in HVAC, Plant Operations, Stationary Engineering or a related field as evidenced by:
  + A college degree with three years of applicable experience or,
  + Completion of a vocational training program with three years of applicable experience, or
  + Maintenance experience of ten years or more with proven skills in one or more of the above areas.

**Skills and abilities**:

* Must be able to perform all of the duties and responsibilities of the position
* Ability to communicate effectively and accurately, both orally and in writing, in English
* Ability to establish and maintain effective working relationships with both internal and external constituents
* Ability to work independently, stay on task, multi-task, and take responsibility to complete assigned projects and duties in a timely and efficient manner

**Physical Requirements**:

While performing job, employee is required to: (F = Frequently, O = Occasionally, S = Seldom)

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Climb Ladders | F | Kneel | F | Lift/Carry > 50 lbs. | F | Push/Pull > 50 lbs. | F | Talk | F |
| Climb Stairs | F | Lift/Carry under 10 lbs. | F | Push/Pull under 10 lbs. | F | See | F | Twist | F |
| Crawl | O | Lift/Carry 10-25 lbs. | F | Push/Pull 10-25 lbs. | F | Squat | F | Walk | F |
| Hear | F | Lift/Carry 25-50 lbs. | F | Push/Pull 25-50 lbs. | F | Stoop/Bend | F |  |  |

**Calendar/Work Schedule and Compensation:**

Annual Calendar: 259 Day Calendar

Compensation: \_\_\_ Paid per the Contractual Agreement with the WCHSTA, Inc. (salaried)

\_\_\_ Paid per the Contractual Agreement with the WCHSSSA (hourly)

\_\_\_ Paid per the Contractual Agreement with the WCHSSSA (salaried)

\_X\_ Regionally-competitive salary (not paid per a collectively-bargained contractual agreement)

**Reports to**: Director of Business Services

**Classification**: \_\_\_ Administrative

\_X\_ Supervisory

\_\_\_ Confidential (non-certified, not covered under the Contractual Agreement with the WCHSSSA)

\_\_\_ Certified (covered under the Contractual Agreement with the WCHSTA, Inc.)

\_\_\_ Non-Certified (covered under the Contractual Agreement with the WCHSSSA)

**FLSA Status**: \_\_\_ Non-Exempt from overtime under the Fair Labor Standards Act

\_X\_ Exempt from overtime under the Fair Labor Standards Act