

Maintenance Manager

Classified Position - 7432

<u>Salary</u> Specialized Classified Position per Salary Schedule	<u>Days</u> 260	<u>Reports to:</u> Assistant Superintendent
---	--------------------	--

SCOPE OF RESPONSIBILITIES

Plan, organize, coordinate and implement general maintenance activities including routine and emergency electrical, plumbing, masonry and climate control systems; create and implement preventive maintenance programs

REPRESENTATIVE DUTIES

1. Determine need for routine and emergency electrical, plumbing, masonry and carpentry services; prepare work schedules and arrange for materials, tools and equipment
2. Follow-up on maintenance and service procedures to assure compliance with established standards, policies and requirements
3. Investigate delays in completion of assigned work; assure satisfactory completion in a timely and efficient manner
4. Assign work schedule of maintenance personnel, supervise and inspect the operation of the maintenance department, and provide supportive, technical assistance to the operation
5. Plan and schedule the work load as determined by requests from the schools
6. Verify reports of possible unsafe conditions in schools, or on school property, by making the necessary corrections and reporting the conditions to the assistant Superintendent of Buildings and Grounds
7. Train, supervise and evaluate assigned personnel; administer grievances and discipline
8. Create an on-going preventive maintenance program by conducting inspections of schools and grounds to determine maintenance needs, painting, heating and refrigeration needs, plumbing needs, electrical needs and carpentry needs
9. Oversee the purchase of supplies, materials and equipment purchased by the department to assure that stock is maintained at an appropriate level, depending upon budgetary limitations
10. Establish and monitor a procedure for receiving, unpacking, checking and recording incoming equipment, tools, materials, parts and supplies used by the department, to assure the quantity and quality is satisfactory
11. Assure supplies, tools, materials, parts and equipment are stored properly; approve shipping and receiving of items from stock as requested; maintain inventory of parts, supplies, tools and equipment; assure proper delivery as necessary
12. Require that storerooms, vehicles, work sites and other assigned areas be maintained in a clean and safe manner
13. Perform related duties as assigned

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Mechanical, carpentry, plumbing, masonry and other related trades
- Maintenance, repair and operation of building and grounds equipment
- Basic record-keeping techniques
- Shop math
- Methods, equipment and materials used in general maintenance work
- Health and safety regulations and procedures
- Proper methods of storing equipment, materials and supplies
- Technical aspects of field of specialty
- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy

- Principles and practices of supervision and training

ABII1TYTO:

- Plan, organize, coordinate and implement general maintenance activities including routine and emergency electrical, plumbing, masonry and climate control systems
- Create and implement preventive maintenance programs
- Train, supervise and evaluate personnel
- Order parts and supplies according to established guidelines
- Assign and review work
- Prioritize and schedule work
- Work cooperatively with others
- Compile and verify data and prepare reports
- Prioritize and schedule work
- Observe health and safety regulations
- Interpret specifications, blueprints and job orders

MINIMUM QUALIFICATIONS

1. Any combination equivalent to: college-level course work in business administration, one or more maintenance disciplines or related field and five years' experience in the maintenance field including at least two years supervisory experience
2. Valid Kentucky driver's license