

## SCHOOL DISTRICT OF DIXIE COUNTY

### JOB DESCRIPTION

#### DISTRICT MAINTENANCE SUPERVISOR

#### QUALIFICATIONS:

- (1) License in EPA requirements and State license in Crafts or ten (10) years satisfactory maintenance experience in a school system.
- (2) Six (6) years experience in related jobs - Trades and Supervision.
- (3) Possess valid Florida driver's license.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge and skills to effectively use the tools of the trade. Knowledge of current building codes. Positive interpersonal skills essential to effective team building. Knowledge and skills to safely handle tasks related to gases.

#### REPORTS TO:

Executive Director for Support Services

#### JOB GOAL

To provide a safe, clean and attractive setting for student learning. Provide a safe working environment for all employees.

#### SUPERVISES:

Maintenance Personnel

#### PERFORMANCE RESPONSIBILITIES:

- \* (1) Maintain all structures in good operational condition.
- \* (2) Supervise all maintenance personnel.
- \* (3) Evaluate all maintenance personnel.
- \* (4) Cost out materials and purchase materials for jobs in progress.
- \* (5) Process work orders and assign personnel to perform the necessary tasks.
- \* (6) Develop and manage a preventive maintenance program.
- \* (7) Maintain steam and gas equipment in cafeterias and throughout the system.
- (8) Develop plans and schedules outside contractors to perform tasks which are beyond the expertise or time constraints with District personnel.
- \* (9) Perform safety inspections to determine that all equipment and facilities meet safety standards.
- \* (10) Keep all heating and air conditioning units in safe and efficient working condition.
- \* (11) Inventory equipment and materials to facilitate short- and long-range planned projects.
- (12) Assist in the development of annual budget.

**DISTRICT MAINTENANCE SUPERVISOR (Continued)**

- (13) Perform other incidental tasks, as determined by the immediate supervisor, to be consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be appraised in accordance with provisions of the Board's policy on appraisal of personnel.

\*Essential Performance Responsibilities

**Job Description Supplement Code 8**