

Job Description

Job Title: Supervisor of Maintenance

Position Code: 1E19 or AE19

Job Classification: Exempt

Supervisor: Executive Director, Plant Services

Pay Grade: 46

Contract Length: 245 Days

Job Summary

Responsible for management of the maintenance staff of Plant Services, which oversees a multi-building physical plant. Identifies preventative, planned and reactive maintenance projects, coordinates the completion of projects and supervises shop trade supervisors. Manages expenditures within assigned budget area and reports to the Executive Director on the maintenance backlog, efficiency and effectiveness of activities under his supervision.

Essential Duties

1. Supervises shop supervisors and evaluates their performance.
2. Tracks work order progress, cost and productivity for the shops within Plant Services.
3. Confers regularly with shop supervisors about current and pending projects, advises on code requirements, resolves scheduling conflicts, and inspects completed projects.
4. Investigates and reports on requests to improve or modify the school's physical plant made by local school administrators.
5. Maintains computerized maintenance management system, coordinating with software supplier as well as school division users.
6. Executes assigned projects and initiates appropriate action on approved special projects.
7. Acts as school liaison with city inspectors obtains annual permits, keeps records and licenses required to be kept by code, associated with the school plant.
8. Maintains records, certificates, and other paperwork associated with securing state-required boiler inspections.
9. Administers and maintains records associated with the use of outside contractors in maintaining building systems.
10. Performs comprehensive inspections of various physical plant items to ascertain condition and add to backlog as needed.
11. Lead respondent to after hours or emergency requests.
12. In the absence of the Executive Director, assumes responsibility for day to day supervision and operation of the department.
13. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties

1. Performs other duties as assigned by the Executive Director of Plant Services or appropriate administrator.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Must possess a Bachelor's degree in facility engineering or a related field and considerable related plant experience to include supervisory experience or any equivalent combination of education and experience that would provide the noted knowledge, abilities and skills. Must possess knowledge of building systems and various OSHA, AHERA, NESHAPS, NFPA, IBC and other legal standards essential; supervisory skills and the ability to complete correspondence, specifications and purchase orders; decision making capabilities with regard to projects and ability to evaluate and prioritize needs for various small improvement and capital projects; excellent

communication skills and be able to communicate effectively with various constituencies, including school administrators, city departments, vendors and other NNPS employees. Ability to use Microsoft Office and CPM scheduling software required.

Working Conditions & Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal/typewriter, and to perform; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone; physical agility to lift up to 25 pounds; and to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment. The noise level in the work environment is usually moderate.

Supervision Exercised: Plant Services Maintenance Staff

Supervision Received: Executive Director of Plant Services

This job description in no way states or implies that these are the only duties to be performed by this employee. The Supervisor of Plant Services will be required to follow any other instructions and to perform any other related duties as assigned by the Executive Director of Plant Services or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date

Revised 7/25 JSA