

**BRIGHT LOCAL BOARD OF EDUCATION JOB
DESCRIPTION**

TITLE: MAINTENANCE SUPERVISOR

REPORTS TO: SUPERINTENDENT

TERM OF CONTRACT: 261 DAYS QUALIFICATIONS:

1. High school graduate or GED.
2. Trade experience in the following areas: HVAC, Electrical, Carpentry, Plumbing, Refrigeration, Welding, Masonry, minor electronics, Roofing, Boiler Operation.
3. Must be in good physical condition and capable of performing heavy labor over sustained period and ability to lift at least 60 pounds. Must work under adverse weather conditions.

PERFORMANCE RESPONSIBILITIES:

I. Characteristic Routine Work:

Oversees the day-to-day operations of the maintenance department. Evaluates systems or facilities to determine maintenance or repairs that need to be performed. Assess building systems to plan work assignments and project schedules for custodial staff. Develops weekly, monthly and annual maintenance procedures and schedules. Works closely with vendors, outsourced service providers and contractors to protect and maintain the operations of facilities.

A. Examples of Routine Work:

1. Maintain electronic HVAC controls and daily schedules utilizing a standard computer, laptop, or cellphone using the Reliable Control system interface to ensure comfort levels and efficient operations.
2. Maintain freezers, coolers, and other food service appliances in proper working order.
3. Repair heating, ventilation, and air conditioning equipment.
4. Perform roof maintenance as needed.
5. Perform electrical wiring as needed.
6. Perform plumbing repairs as needed.
7. Perform mechanical repairs as needed.
8. Performs carpentry repairs as needed.
9. Performs masonry repairs as needed.
10. Oversees snow and ice removal from parking lots and drive as needed. Contracts with lawn care and snow removal services and supervise the work conducted by each.

11. Requisitions material and equipment for maintenance and repair.
12. Supervises and evaluates (with Building Principal) all custodial /janitorial staff.
13. Perform all personnel functions relating to the maintenance, custodial and substitute custodial staff. This includes, but is not limited to, interviewing prospective personnel, training employees, including the promotion of sound safety practices and procedures, employee discipline, payroll (sick leave, personal leave, vacations, and holidays), and work schedules. Is responsible for the evaluation of personnel under his/her supervision in conjunction with respective building principal.
14. Inspect or check buildings daily, including weekends and holidays, to ensure that the physical plant is in proper maintenance order. Maintains and monitors a plant-wide preventative maintenance program as is economically and financially possible. Performs maintenance work or duties as required.
15. Inspect all grounds in the school system regularly and is responsible for maintaining the overall appearance of the district property.
16. Select and requisition the most efficient and economical cleaning supplies cleaning equipment. Estimate worker hours, materials, and other costs. Maintain related records. Budget money for repairs, supplies and improvements. Prepare purchase orders for his/her related areas. Make oral and written suggestions.
17. Must be available or On Call for emergency situations on a 24-hour basis.
18. Normal working hours are 6:30 a.m. to 4:00 p.m. daily.
19. Call off for illness is to the Superintendent of Schools and his/her designee.
20. Conducts other duties as assigned by the Superintendent and or Building Principal.

II. Other Duties as Assigned by the Immediate Supervisor

Performs other reasonably or properly assigned duties assigned by Supervisor and/or other authorized superior, as this position description is not intended to be all inclusive.

HUMAN RELATIONS PRACTICES:

1. Will interface with:
All employees of Bright Schools
Students of Bright Schools
Vendors and sales representatives, county office and member school personnel
Visitors to the school
2. Will strive to maintain positive and constructive human relations with all persons working within the Bright School facilities.
3. Will strive to maintain positive and constructive human relations with all persons working with the Bright School facilities.
4. Will strive to maintain working relationships that are courteous, friendly, mutually respectful, cheerful, and reflect tact and common sense.
5. Will participate in cooperative and team efforts which establish a climate that

- encourages communication between self and other school employees.
6. Will, to the best of ability, reflect positive mannerisms and non-verbal communications which are conducive to pleasant and effective employee and management relationships.
 7. Will utilize good listening skills, eye contact, positive tone of voice and movement, and rapport building actions which are conducive to pleasant and effective employee and management relationships.
 8. Will exhibit good grooming and appropriate dress for the position and occasion which add to, rather than detract from, performance and effective employee and management relationships.
 9. Will exhibit a positive attitude, an appropriate sense of humor, and display a friendly and cheerful demeanor.
 10. Will exhibit a willingness to help and assist all staff, students, and community members.
 11. Will exhibit non-abusive behavior or conduct regarding one's position that does not exceed limits of authority or confidentiality.
 12. Attend all regular School Board meetings.

SUPERVISE AND EVALUATION:

1. Will accept constructive criticism, suggestions, direction, and guidance from immediate supervisor and incorporate them into job performance where appropriate.
2. Will try new practices, opportunities, and techniques.
3. Will participate in activities, practices, and continuing educational events, workshops, seminars, etc., which provide opportunities for self-growth.
4. Will set goals which are appropriate to his/her level of responsibility and job duties and are in line with the overall goals of the school.
5. Will endeavor to work within a directed/self-directed supervisory style.
6. This position's immediate supervisor will:
 - a. Maintain an open and positive relationship.
 - b. Follow the guidelines and timelines set forth in the Bright Local School District Policy Manual.
 - c. Provide help, support, suggestions, and encouragement to the employee in the carrying out of job duties and goal accomplishment.
 - d. Be fair, equitable, and consistent in working with the employee under his/her supervision.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional operation of a vehicle under inclement weather conditions.
3. Occasional interaction among unruly children.

OTHER:

1. The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the District.
2. The employee shall serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
3. The employee shall help instill in students the belief in and practice of ethical principles and democratic values.

The Bright Local School District is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and unforeseen events.

**Submit letter of interest/resume via
Mail: Bright Local School District
"Maintenance Supervisor"
PO Box 299 Mowrystown, Ohio 45155**

**Email to: Michael Bick, Superintendent
michael.bick@blsd.us**

Deadline for Application: Until filled

My signature below signifies that I have reviewed the contents of my Job Description and that I am aware of the requirements of my position.

Signature

Date