



## Columbia County School District Job Description

<b>Position Title:</b> Maintenance Cluster Supervisor		
<b>Department:</b> Facilities, Maintenance, and Operations	<b>Evaluation Instrument:</b> Performance will be evaluated annually by the Chief of Facilities, Maintenance, and Operations in accordance with Policy GBI-Evaluation of Personnel.	
<b>Pay Grade:</b> General Services Salary Schedule, Grade M	<b>Pay Type:</b> Salaried – Exempt	<b>Retirement:</b> TRS
<b>Contract Work Year:</b> 243 Days Per Year, 8 Hours Per Day		
<b>Reports to:</b> Chief Facilities Officer		
<b>Supervises:</b> Maintenance Technicians I and II		

### MINIMUM QUALIFICATIONS

**Education:** Technical School diploma in related field, or High School diploma or equivalent.

**Essential Knowledge/Skills:** Must have extensive knowledge of building maintenance practices, maintenance scheduling, grounds upkeep, a computerized work order program and the operation of a diversified maintenance program; Must have considerable knowledge of the various construction and maintenance trades, and their practices and procedures, as well as the various types of materials used in these trades; Must be able to read and interpret building blueprints. Must be able to follow oral and written directions with minimal to no supervision, and work as part of a team or a team member; Requires regularly lifting, carrying or transferring of 40 lbs. and occasional lifting and/or moving of 100 lbs.; continuous standing, walking, squatting, bending, twisting, pushing, pulling, reaching with hands and arms; using hands and fingers to operate objects, tools, or control. Must be capable of working off ladders of different types, lifts, and must not be afraid to work at different heights; May be subject to noise, vibration and temperature changes.

**Experience:** Must have three (3) years supervisory experience and four (4) years of experience in all aspects of building maintenance practices, maintenance scheduling, preventive maintenance, and construction, preferably in a school system or any combination of technical training and experience.

### GOAL

Contribute to the successful achievement of the Columbia County School District mission and major system priorities by supporting the effective organization and operations of the school environment to optimize student learning, instructional programs and related activities.

### REPRESENTATIVE DUTIES & RESPONSIBILITIES

**Job Function:** This is a working supervisor's position and requires actual maintenance duties. This position requires the individual to work closely with the Chief of Facilities, Maintenance, and Operations in providing input into the planning and scheduling of all building maintenance projects, preventive maintenance, and construction projects and must be able to keep all projects on schedule. This is a hands-on position where training of Maintenance Technicians is required.

- The Supervisor who oversees the Grounds Crew, Emergency Systems Technicians, and Shop Support will assume the role of the Chief of Facilities, Maintenance, and Operations in his absence.
- The Supervisor who oversees the Grounds Crew, Emergency Systems Technicians, and Shop Support is responsible for FMO's Grounds Fleet equipment and will perform periodic inspections of the vehicles and ensures that the operators maintain their assigned equipment accordingly.
- The Supervisor who oversees the Grounds Crew, Emergency Services Technicians, and Shop Support assist with monitoring CCBOE bid contract issue dates for renewal/expiration dates and assist the Chief of Facilities, Maintenance, and Operations with maintaining CCBOE bid documents.

- Ensure that the schools/facilities are being maintained to the FMO Maintenance Standards and Paint Standards as specified in the FMO Employee Handbook.
- Must follow oral and written directions with minimal to no supervision and makes appropriate decisions with routine tasks.
- Must work independently within a team - performing your job tasks while maintaining professional behavior at all times.
- Follow all general personnel procedures and guidelines, including safety, as specified in the FMO Employee Handbook.
- Provide assistance, guidance, support, and training to all Maintenance Technicians as required.
- Must train the Maintenance Technicians in all aspects of building maintenance and the use of the computerized work order program.
- Walk the buildings and grounds on a regular basis, looks for potential maintenance and grounds issues, and documents as specified in the FMO Employee Handbook, entering work orders accordingly.
- Monitors the work order system on a daily basis to update work order status, makes notes, and reviews areas of concern with the appropriate personnel.
- Ensure that the Maintenance Technicians perform their duties according to the FMO Employee Handbook and the FMO Maintenance Standards and Paint Standards, following all general personnel procedures and guidelines, including safety.
- Ensure that the maintenance and preventive maintenance of the interior, exterior, and grounds of the schools/facilities are being maintained per procedure by the Maintenance Technicians.
- Ensure that the Maintenance Technicians make repairs to plumbing systems correctly.
- Ensure that the Maintenance Technicians make repairs to electrical systems correctly.
- Ensure that the Maintenance Technicians make carpentry repairs correctly.
- Ensure that the Maintenance Technicians install and make repairs to all types of flooring correctly.
- Ensure that the Maintenance Technicians make repairs to all types of roofing systems correctly, including gutters and downspouts.
- Ensure that the Maintenance Technicians paint the facilities correctly, as needed.
- Ensure that the Maintenance Technicians make repairs to windows, window glass, and associated hardware correctly.
- Ensure that the Maintenance Technicians make repairs to doors and associated hardware correctly.
- Ensure that the Maintenance Technicians clean the fire and security alarm systems correctly.
- Ensure that the Maintenance Technicians perform the grounds repairs, including sidewalks, asphalt, tracks, fencing, sprinkler systems, playground equipment, and concrete type structures using hand tools and gas powered tools correctly.
- Ensure that the Maintenance Technicians have addressed all emergency issues and concerns for a particular facility throughout the course of the year.
- Ensures that the Maintenance Technicians make repairs to vandalism and graffiti damaged property immediately throughout the course of the year.
- Ensures that Maintenance Technicians complete all general maintenance work orders within the timeframe specified in the FMO Employee Handbook.
- Ensures that Maintenance Technicians complete all preventive maintenance work orders within the timeframe specified in the FMO Employee Handbook.
- Responsible for facilitating a safety meeting during the last week of each month with the Maintenance Technicians as specified in the FMO Employee Handbook.
- Ensures the complete integrity of the assigned schools per the FMO Employee Handbook and submits capital project requests to make the necessary improvements.
- Supervise any additional Maintenance Technicians that are assigned to perform work orders in your cluster.
- Ensure that the schools/facilities are clean, safe, and environmentally sound.
- Responsible for inspecting grounds, fences, parking areas, roads, sprinkler systems, playgrounds, stadiums, stadium lights before games, exterior buildings, portables and all other free-standing structures monthly. Document the inspection as specified in the FMO Employee Handbook and enter work orders for any repairs.
- Assigns all grounds and electrical work orders to the appropriate Maintenance Technician and prioritize by levels of urgency, per the procedure.
- Maintains cooperative-working relationships with those contacted in the course of work activities.
- Maintain accurate files, records, reports, and pictures on file.
- Enter the minimum number of general maintenance or capital project work orders, per facility, each week into the computerized work order system as specified in the FMO Employee Handbook.
- Use time efficiently and is able to multi-task during the course of the work day.
- Assist the Chief of Facilities, Maintenance and Operations maintaining the 10-year Facility Plan.

- Submits changes/updates for the Facilities Book each week after projects are completed in the work orders system.
- Ensure that all blueprints at schools/facilities and the shop library are redlined and updated as required.
- Ensure that the Maintenance Technicians complete and submit all assigned paperwork accurately and on time.
- Ensure that the Maintenance Technicians are accountable for all work orders and are completing work orders in the computerized work order system daily.
- Ensures that the Maintenance Technicians are maintaining a clean, organized, and well-stocked maintenance room at all times.
- Ensure that the Maintenance Technicians are entering the minimum number of general maintenance work orders each week as specified in the FMO Employee Handbook.
- Assist the Chief of Facilities, Maintenance and Operations in identifying and planning special projects at assigned weekly meetings.
- Keep Chief of Facilities, Maintenance and Operations informed and up-to-date on all activities.
- Follow the General Contract for Services policy as outlined in the FMO Employee Handbook.
- Monitor the grass-cutting contractor, carpet and tile contractor, and any other contractor doing specific work at your school/facility.
- Inspects the retention ponds as outlined in the FMO Employee Handbook and enters appropriate work orders.
- Maintain your assigned Supervisor Maintenance Room. Keep up with all assigned equipment and make sure it is clean and in working order after each use.
- Must keep assigned vehicle clean, organized, and well equipped at all times.
- Will be on backup to the on-call person according to the yearly schedule.
- May double as the on-call person, 24 hours – 7 days a week as directed by the Chief of Facilities, Maintenance and Operations.
- Responsible for monitoring your assigned phone 24 hours – 7 days a week. If you receive a call or text, you are to respond to the caller and notify the Chief of Facilities, Maintenance, and Operations immediately.
- Maintain a call log, noting and filing all calls for submittal to the Chief of Facilities, Maintenance, and Operations for review and discussion during weekly meetings.
- You may issue a General Contract for Services for projects requiring an outside contractor /vendor upon approval from the Chief of Facilities, Maintenance, and Operations.
- May assist them in writing specifications for special projects.
- May act on the behalf of the Chief of Facilities, Maintenance, and Operations with specific issues associated with the Paint Staff or the Custodial Cluster Supervisors.
- May be assigned additional duties as assigned by the Chief of Facilities, Maintenance, and Operations and work closely with the Chief of Facilities, Maintenance, and Operations on various projects.
- May be assigned to AHERA responsibilities.
- May be assigned portable classroom and exterior building inspections.
- Identify capital project needs for schools/facilities.
- Foresee the future needs of your facilities and plan accordingly with the Chief of Facilities, Maintenance and Operations.
- Must understand safety principles and procedures and apply them in the workplace.
- Must respond to any emergency request as assigned by the Chief of Facilities, Maintenance and Operations.
- Assists with any emergencies that occur on a District-wide level.
- Performs all other related or non-related tasks as assigned by the Chief of Facilities, Maintenance and Operations with a positive attitude.

### **IMPORTANT NOTES**

#### **ESSENTIAL DUTIES**

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

**MINIMUM REQUIREMENTS**

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

**Revised:** October 2015