

WINSLOW UNIFIED SCHOOL DISTRICT NO. 1 – POSITION DESCRIPTION

TITLE: ASSISTANT SUPERVISOR – FACILITIES MAINTENANCE

EMPLOYEE CLASSIFICATION: Exempt, Classified

MINIMUM QUALIFICATIONS:

- High School Diploma or GED
- Knowledge and work experience in one or more of the trades
- Valid Arizona driver's license
- Effective communication skills

OVERVIEW OF JOB DESCRIPTION: To assist the Facilities Maintenance Supervisor in the oversight of facility maintenance and repair for all facilities belonging to the school district.

PERFORMANCE RESPONSIBILITIES:

1. Follows local, state and federal law and adheres to State Department of Education and local school board policy.
2. Establishes and maintains good rapport with students, employees, and community.
3. Possesses general maintenance knowledge of trades related to facilities maintenance including but not limited to—carpentry, plumbing, masonry, electrical, refrigeration, heating, welding, locksmith, heavy equipment, sheet metal, carpet installer, tile, and alarm sprinkler systems.
4. Makes recommendations to the supervisor on work to be performed by district maintenance workers and work to be performed by contract workers.
5. Assists the supervisor in maintaining appropriate maintenance/documentation records.
6. Assists the supervisor in recording maintenance/repair documentation as required for School Facilities Board.
7. Subject to call outs during evenings, weekends or holidays.
8. Assists the supervisor with design, evaluation and bid specification preparation.
9. Assists the supervisor as the school district liaison with appropriate governmental/contract agencies.
10. Perform as a lead person.
11. Provides direction of all other maintenance workers.
12. Maintain work orders; assign repair requests.
13. Assist in the selection, training, and evaluation of maintenance workers.
14. Maintain records and makes budgetary recommendations.
15. Assist in project management, writing specifications, etc.
16. Evaluates equipment (i.e. elevators, security systems, fire alarm systems, etc.).
17. Performs other job-related duties as assigned.

REPORTS TO: Facility Maintenance Supervisor

SUPERVISES: Maintenance Workers

TERMS OF EMPLOYMENT: Work year to be established by the Board. Salary is determined by individual training and experience level on approved salary schedule.

EVALUATION: Performance of this position will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

ADA ACCOMMODATIONS: Decisions regarding appropriate and reasonable accommodation(s) will be based upon the merits of each situation. The principal criteria will be that of effectiveness and safety.