

LOCAL DISTRICT CLASSIFICATION PLAN

CLASS TITLE: MAINTENANCE MANAGER – GENERAL

BASIC FUNCTION:

Plan, organize, coordinate, and implement general maintenance activities including routine and emergency electrical, plumbing, masonry, and climate control systems; create and implement preventive maintenance programs.

REPRESENTATIVE DUTIES:

Determine need for routine and emergency electrical, plumbing, masonry, and carpentry services; prepare work schedules and arrange for materials, tools, and equipment.

Follow-up on maintenance and service procedures to assure compliance with established standards, policies, and requirements.

Investigate delays in completion of assigned work; assure satisfactory completion in a timely and efficient manner.

Train, supervise, and evaluate the performance of assigned staff and student assistants; train custodial personnel in the proper techniques of custodial duties; assign and review work and participate in custodial and routine maintenance activities as needed.

Assign work schedule of maintenance personnel, supervise and inspect the operation of the maintenance department, and provide supportive, technical assistance to the operation.

Plan and schedule the work load as determined by requests from the schools.

Verify reports of possible unsafe conditions in schools or on school property by making the necessary corrections and reporting the conditions to the assistant Superintendent of Buildings and Grounds.

Train, supervise, and evaluate assigned personnel; administer grievances and discipline.

Create an on-going preventive maintenance program by conducting inspections of schools and grounds to determine maintenance needs, painting, heating and refrigeration needs, plumbing needs, electrical needs, and carpentry needs.

Oversee the purchase of supplies, materials, and equipment purchased by the department to assure that stock is maintained at an appropriate level, depending upon budgetary limitations.

Establish and monitor a procedure of receiving, unpacking, checking, and recording incoming equipment, tools, materials, parts, and supplies used by the department, to assure the quantity and quality is satisfactory.

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Assure supplies, tools, materials, parts, and equipment are stored properly; approve shipping and receiving of items from stock as requested; maintain inventory of parts, supplies, tools, and equipment; assure proper delivery as necessary.

Require that storerooms, vehicles, work sites, and other assigned areas are maintained in a clean and safe manner.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Mechanical, carpentry, plumbing, masonry, and other related trades.
Maintenance, repair, and operation of building and grounds equipment.
Basic record-keeping techniques.
Shop math.
Methods, equipment, and materials used in general maintenance work.
Health and safety regulations and procedures.
Proper methods of storing equipment, materials, and supplies.
Technical aspects of field of specialty.
Oral and written communication skills.
Interpersonal skills using tact, patience, and courtesy.
Principles and practices of supervision and training.

ABILITY TO:

Plan, organize, coordinate, and implement general maintenance activities including routine and emergency electrical, plumbing, masonry, and climate control systems.
Create and implement preventive maintenance programs.
Train, supervise, and evaluate personnel.
Order parts and supplies according to established guidelines.
Assign and review work.
Prioritize and schedule work.
Work cooperatively with others.
Compile and verify data and prepare reports.
Prioritize and schedule work.
Observe health and safety regulations.
Interpret specifications, blueprints, and job orders.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: college-level course work in business administration, one or more maintenance disciplines or related field and five years experience in the maintenance field including at least two years supervisory experience.

LICENSES AND OTHER REQUIREMENTS:

Valid Kentucky driver's license.