

SECTION I: GENERAL INFORMATION

Classification Title: Maintenance Supervisor	Department: Maintenance	Unit: Unaffiliated
Immediate Supervisor: Director of Business Services	Grade Placement:	FLSA Status: Exempt

Job Summary:

Under the direction of the Director of Business Services, the Maintenance Supervisor is responsible managing, directing and overseeing functions, programs, operations and personnel of involved in the cleaning, maintenance and repair of all ISD 15's facilities directly or through designated lead personnel to ensure quality standards, safety, cleanliness, security and structural integrity and that department services and prams are responsive to the educational programming needs and mission of the District.

Essential duties outlined below are intended as "representative" examples of the level, nature and decision making expected of positions assigned to this classification. The duties below are not intended to be a comprehensive listing of all duties and tasks performed by the employees assigned to this classification. A classification description, unlike job description or position description, is designed to capture the general expectations, complexity level, and nature of work of any position that may be allocated to this classification.

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Manages and supervises all district building and grounds personnel directly or through designed lead positions. 25%
 - Determines work priorities, plans and assignments and functions within positions of the department.
 - Recruits; screens, interviews and selects department personnel.
 - Initiates all personnel actions for department personnel including evaluation, transfer, promotion, demotion, discipline and dismissal decisions of department staff.
 - Oversees staff development activities and training sessions.
 - Works closely with Assistant Maintenance Supervisor, principals, and district administrators to ensure building custodial and maintenance needs, supplies and repairs are being addressed by staff and long term needs and planning for ISD 15's facilities.
2. Plans, recommends and implements strategies and programs to accomplish departmental goals and objectives. Formulates and establishes preventive maintenance programs. 15%
3. Oversees and directs safety and environmental programs throughout the district to assure all facilities and grounds are environmentally safe. 25%
4. Establishes maintenance, custodial and security requirements for each facility in the district. 10%
5. Monitors and oversees the operations of department functions and activities associated with the structural, mechanical and physical maintenance and repair of school facilities. 10%
 - Monitors department operations and procedures of the department to ensure compliance with various local, state or federal regulations, mandates, ordinances, standards or guidelines pertaining to facility operations.
 - Oversees the preventive maintenance, lubrication and repair of mechanical systems such as heating plants, air conditioning and refrigeration equipment, air handling and circulation units.
6. Plans, develops, recommends and administers the department budget for all facilities. 5%
7. Prepares and delivers reports required by the state and federal agencies or the district. 5%
8. Performs other duties of a comparable level or type, as required.
 - Attends meetings, conferences, seminars or training sessions to keep abreast of current trends in the areas of responsibility.
 - Keeps abreast of changing developments, regulations, developments and trends pertaining to building operations.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:				
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.) Bachelor's Degree		
less than high school diploma		Major field of study or degree emphasis: Facility Management, Business Management, or closely related area		
High school diploma or GED.				
1 year college				2 years college
3 years college	X			4 years college
1st year graduate level		Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • Knowledge of the operation of building management systems (e.g. security systems, HVAC systems, refrigeration, mechanical and electrical). • Fundamentals of supervision and management. • Fundamentals, concepts and processes of planning and contracting of capital improvement projects. • District administrative policies and procedures (e.g. purchasing, HR, accounting, records and data retention requirements). • Fundamentals of grounds and field maintenance. • Knowledge of custodial procedures, requirements and operational requirements. • Federal and state health and safety codes, laws, guidelines and regulations pertaining to areas of responsibility. • Office administrative and recordkeeping principles, practices, and requirements pertaining to assignment. 		
2nd year graduate level				
Required Work Experience in Addition to Formal Education/Training: Minimum of 3 years supervisory and/or management experience in facility management.				
LICENSE/ CERTIFICATION		Identify licenses/certification required: MN Driver's License; Chief Class C Boiler License; Class D Wastewater Treatment License; MN Service provider Certification		



ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	<p>Skilled in:</p> <ul style="list-style-type: none"> • Establishing and maintaining effective working relationships with employees, supervisors, department heads, and district administrators. • Delegating, supervising, training, evaluating and planning work assignments and priorities for department staff. • Coordinating and monitoring capital improvement projects. • Applying procurement techniques, e.g., bid work, preparing project specifications, pricing and ordering. • Planning, recommending and monitoring approved department budget(s). • Planning, overseeing and developing preventive maintenance plans, schedules and procedures. • Monitoring facility maintenance, grounds and repair work, (e.g., boiler repairs, electrical work, carpentry, HVAC and plumbing, etc.) of a structural, mechanical or physical nature. • Planning, prioritizing, and organizing tasks and functions. • Ability to work independently with minimal supervision. • Training and developing staff. • Planning and addressing facility/district needs and requirements with respect to safety and health requirements, laws, rules and guidelines.
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RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS:

	Titles of Positions Directly Supervised	# of Employees
1	Assistant Supervisor	1
2	Head Custodians	7
3	Maintenance Specialists	5
4	Administrative Assistant	1
TOTAL		14

INDIRECT SUPERVISION:

Number of employees indirectly supervised: Custodial	Total: approx. 26
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PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)

Physical Activities	Amount of Time Spent				Lifting/Forcing Exerting	Amount of Time Spent			
	None	1/3 Less	1/3 to 2/3	Over 2/3		None	1/3 Less	1/3 to 2/3	Over 2/3
Stand			x		Up to 10 lbs				x
Walk		x			Up to 25 lbs		x		
Sit			x		Up to 50 lbs	x			
Use hands to finger, handle or feel		x			Up to 100 lbs	x			
Reach with hands and arms			x		Over 100 lbs.	x			
Climb or balance		x							
Stoop, kneel, crouch or crawl		x							
Talk or hear				x					
Taste or smell	x								



PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities	
Physical requirements associated with the position can be best summarized as follows: Light Work: Exerting up to 25 pounds of force occasionally, up to 10 pounds frequently and/or a negligible amount of force constantly to lift, carry, push, pull or otherwise move objects, including the human body.	
HAZARDOUS WORKING CONDITIONS	Unusual or hazardous working conditions related to performance of duties: This classification is primarily administrative and supervisory in nature and thus the extent and degree of exposure to risks and hazards are significantly limited as compared to staff being directed. This classification is required to occasionally work in and around construction sites, high pressure vessels, may be exposed to air borne contaminants, irregular and unpredictable hours depending upon weather conditions, building needs, etc.

SECTION IV: DISTRICT MISSION AND CORE VALUES

OUR MISSION	<i>Our mission is to equip all students with the knowledge and skills to empower them to achieve their dreams and full potential while becoming responsible citizens in a dynamic world</i>
CORE VALUES	<p>We believe that:</p> <ul style="list-style-type: none"> • Trust and respect are fundamental for thriving relationships. • Our community flourishes when individuals, families and organizations collaborate. • Every person matters and has value. • Responsibility and accountability are essential for personal growth, organizational improvement and community engagement. • Commitment to high expectations is essential to help achieve full individual and collective potential.
MISSION OUTCOMES	<p>By 2020, all students will...</p> <ul style="list-style-type: none"> • Develop a personalized education path they can articulate and use to progress toward their evolving dreams. • Identify and choose positive ways they can take active ownership in their community while recognizing its diversity.
STRATEGIES	<p>We will...</p> <ul style="list-style-type: none"> • Ensure that every employee understands, supports and promotes our core values and mission. • Build trust and facilitate engagement with all ISD 15 stakeholders. • Align and support all educational programs and services to achieve our mission and mission outcomes.
STRATEGIC DELIMITERS	<p>We will NOT...</p> <ul style="list-style-type: none"> • Continue or adopt any program or service unless it is aligned with and advances the mission and is accompanied by the necessary human and financial resources • Make decisions without the use of relevant data provided by the appropriate personnel. • Allow past experiences to interfere with the consideration of new ideas.



SECTION V: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head's Signature

Date

Classification History:

Created classification description 4/2016 BCC