



## **Maintenance Supervisor**

**Department:** Operations

**Reports to:** Director of Operations and Human Resources

### **Primary Responsibilities Include:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Assigning daily work tasks to Maintenance Mechanics and oversee the operations of the department
- Training, supervising, leading, motivating, and evaluating assigned staff
- Coordinating the vendor selection process when an outside vendor is needed
- Working with the Director of Operations/HR on the development, implementation and management of the short and long term Department goals in accordance with company policies and procedures
- Collaborating with the Leadership Team and the Facilities Committee regarding facility needs, space utilization, and major repairs
- Coordinating major construction and repair projects
- Attending seminars, conferences, and training around building and safety codes so as to inform/train others in the department
- Assisting others in the department with technical questions and problem resolution
- Coordinating with outside contractors the general replacement, upkeep and repair of heating, ventilating, plumbing, fire and electrical systems, etc.
- Repairing and maintaining building structures (walls, woodwork, doors, windows, and floors) to ensure structural stability and safety
- Cleaning, maintaining, and servicing hand tools, machinery, equipment and work area to maintain safety standards, prolong equipment life and maintain equipment availability
- Operating snow removal and road maintenance equipment to clear walkways, driveways, parking lots and roads
- Maintaining grounds including lawn mowing, tree and branch removal, weeding, striping parking lot, filling pot holes, etc.
- Assuring compliance with OSHA, DHHS, CDS, and Department of Education standards and safety codes/procedures
- Abiding by all the policies and procedures of MECDDHH/GBSD and Federal/State regulations
- Covering as back up for transportation of students when needed
- Maintaining scheduled maintenance for fleet vehicles
- Responding to emergencies as necessary

**Required Skills:**

- Knowledge of State and Federal laws relating to the operation of school facilities and worker safety
- Commercial knowledge of electrical, plumbing, and heating systems
- Excellent verbal communication skills
- Willing to be on-call to provide off-hour coverage/flexible hours
- Willing to travel occasionally to other locations in Maine
- Willing to obtain CDL license with bus driver endorsement
- Ability to multi-task and work independently
- Willingness to learn American Sign Language
- Current CHRC (fingerprint) certificate required

**Work Environment**

While performing the duties of this job, the employee may be exposed to fumes or airborne particles, moving mechanical parts and vibration. The employee is occasionally exposed to a variety of extreme conditions. The noise level in the work environment can be loud.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing all day. The employee must frequently lift and/or move items over 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.