

PARK CITY SCHOOL DISTRICT

JOB DESCRIPTION

SUPERVISOR-MAINTENANCE

DEFINITION:

Under the direction of the assigned supervisor, lead and provide training and work direction the employees of the Building and Grounds department; assist with managing the maintenance operations for the District; perform a variety of skilled duties as needed to install, maintain and repair various electrical and mechanical systems, equipment and facility components requiring skills in HVAC, digital control systems, carpentry, masonry, plumbing, mechanics and electrical systems electronics; provide information related to department and activities to others; collaborate with vendors and contractors on related projects and scheduling work assignments within established timeframes and standards.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assign employee duties and review work to assure compliance with established guidelines and procedures.
- Evaluate programs and projects to ensure established objectives are performed and achieved.
- Perform a variety of skilled duties as needed to install, maintain and repair various electrical and mechanical systems, equipment and facility components requiring skills in HVAC, digital control systems, carpentry, masonry, plumbing, mechanics and electrical systems electronics.
- Implement assigned activities and projects to ensure services are delivered in compliance with established guidelines.
- Inspect new construction, repair work, projects, equipment, work orders, daily maintenance and supplies to ensure that jobs are completed according to established standards; ensure specifications are within established guidelines; approve inspection reports and payment requests according to established procedures.
- Assist with managing daily work and workplace safety standards including work with small capital outlay projects; direct related field activities; approve material requests and authorize expenditures in order to ensure compliance with established regulatory requirements and District preventive maintenance processes.
- Monitor fund balances of assigned programs and related financial activity; ensure that allocations are accurate, related revenues are generated, expenses are within budget limits and appropriate fiscal practices are followed.
- Participate in various meetings, workshops and seminars related to assigned activities; convey and gather relevant information required to perform functions.
- Prepare and maintain a variety of written materials related to assigned activities including reports, memos, letters, procedures and manuals; document activities and provide written reference accordingly.
- Recommend policies, procedures and actions as required to assist with providing direction for meeting the District's goals and objectives related to assigned activities.
- Research a variety of topics related to assigned activities including new programs and services, compliance with relevant requirements, general information for planning and appropriate actions and responses to requests.
- Operate a variety of equipment including a computer and assigned software; drive a vehicle to conduct work.
- Communicate with administrators, personnel and outside organizations including outside contractors and vendors to exchange information, coordinate activities and resolve issues or concerns.
- Respond to after-hours emergency situations to address immediate safety concerns and ensure that buildings are in working order.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school supplemented by college-level courses or a Vocational School degree with study in job-related area and four (4) years journey-level experience working as a plumber, electrician or boiler operator.

Licenses and other Requirements:

- Valid Journey license as a Plumber, Electrician or Boiler Operator.
- Valid Utah State Class D Driver's License.
- Criminal Justice Fingerprint/Background Clearance.

Knowledge of:

- Organization and direction of operations and activities involved in the general maintenance and repair of buildings, facilities and equipment.
- Proper methods, techniques, materials, tools and equipment used in the building maintenance trades.
- Requirements of maintaining buildings, facilities and equipment in good repair.
- Applicable building codes, ordinances, requirements, regulations and safety precautions.
- Requirements of maintaining buildings in a safe condition.
- Policies and objectives of assigned programs and activities.
- Oral and written communication skills.
- Principles and practices of supervision and training.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.
- Technical aspects of field of specialty.

Ability to:

- Organize and direct operations and activities involved in the general maintenance and repair of designated buildings, facilities and equipment.
- Coordinate personnel, communications and information to meet organizational needs and ensure smooth and efficient activities.
- Train and evaluate the performance of assigned personnel.
- Inspect projects for accuracy, completeness and compliance with established specifications.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Determine appropriate action within clearly defined guidelines.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Prepare records and reports related to assigned activities.

WORKING CONDITIONS:

Work Environment:

- Indoor/Outdoor work environment.
- Driving a vehicle to conduct work.

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

- Hearing and speaking to exchange information.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to inspect projects and read a variety of materials.
- Standing for extended periods of time.
- Walking to inspect projects.

- Lifting, carrying, pushing and pulling heavy objects as assigned by the position.
- Bending at the waist, kneeling and crouching to retrieve materials.

Hazards:

- Handling hazardous materials.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

FLSA STATUS:

APPROVAL DATE

SALARY GRADE

Non-Exempt

Q