

## **FAIRFIELD PUBLIC SCHOOLS**

**Title:** Maintenance Supervisor

**Job Purpose Statement:** The Maintenance Supervisor has overall responsibility for the maintenance and repair of all Board of Education facilities. This position is responsible for the general supervision, recruitment, and training of maintenance personnel. Represents the district in meetings, conferences, and demonstrations related to the maintenance of school buildings. Manages, selects, and purchases maintenance equipment, tools, and supplies. Works closely with the Manager of Facilities, the Business Office, and the School Administration. Manages and oversees all maintenance tasks and projects and assigns personnel as required. Prioritizes all maintenance work, grounds, and landscaping work and is responsible for operating, monitoring, and maintaining the computerized Maintenance Management Work Order System.

**Supervision Received:** Receives general supervision from the Executive Director of Maintenance and Facilities and performs tasks independently within general work assignments.

**Supervision Exercised:** Provides supervision to all maintenance staff and oversees all work provided by outside contractors.

**Essential Job Functions:** Supervises, determines, and coordinates workloads and schedules; develops, interprets, and implements policies and procedures; evaluates staff and makes hiring and termination recommendations; and ensures that staff is trained in complex maintenance activities; ensures that staff is following standard operating procedures as well as OSHA safety measures.

Reviews and approves professional consultant contracts and manages operating budget accounts for these services. Prepares all associated paperwork and purchase orders per the Town of Fairfield, Purchasing Department guidelines.

Responsible for overseeing the maintenance budget in conjunction with the Executive Director of Maintenance and Facilities and the Business Services Coordinator, as well as provide input into the development of the operating budget for the assigned area of responsibility.

Responsible for ordering maintenance materials and supplies for all Board of Education facilities.

Works with the Manager of Safety Security and Construction to help provide a smooth transition from a construction project to facilities maintenance.

Works with the Project Supervisor to identify maintenance concerns that need to be escalated to project status.

Chairs and records weekly safety meetings.

Manages, upgrades, and implements computer programs related to the maintenance of the district facilities. Programs include but are not limited to: maintenance management work order

systems, roofing project management and repair, HVAC equipment and controls, and other preventative maintenance programs.

Reviews daily all interior and exterior building and facility needs, system control programs and addresses any alarm status issues. Assigns staff as required to resolve all building and facilities issues and alarm status issues.

Coordinates and inspects work performed by in-house staff and contractors. Verifies and keeps current all building official, fire marshal, conservation, and health official requirements and related codes for all maintenance projects. Assists in obtaining a variety of permissions and permits related to maintenance activities and projects.

Answers questions and provides information related to project, including resolving problems, approving expenditures, handling complaints, and providing technical expertise in the area of assignment.

Interacts professionally with the public, vendors, and school/town staff; maintains effective working relationships and collaborates with the management team to effectively meet the departmental objects.

Coordinates and works closely with the town staff on all weather-related issues that may affect the facilities' conditions (i.e., snowstorms, etc.).

Assists in the selection of staff; perform evaluations of subordinates and recommends and implements discipline as required. Participates in the collective bargaining process.

Implements, coordinates, and maintains records of all training programs for department personnel. Ensures that proper practices are followed.

Answers questions and provides information related to projects, including resolving problems, handling complaints, providing technical expertise in the assignment area, and providing summary information to the Executive Director of Maintenance and Facilities continuously.

Provide oversight of all PM programs and document all compliance records, either written or computerized.

Responds to emergencies as requested; coordinates activities with other responders; directs staff work and utilization of resources to affect repair and ensure the students and staff's safety.

May perform a variety of field maintenance tasks, depending upon experience and level of certification. Performs other duties of similar nature.

**Incidental Job Functions:** The Executive Director of Maintenance and Facilities and/or the Central Office Administration may assign specific duties and responsibilities from time to time as the need arises. Interacts with school principals on an as-needed basis.

**Knowledge, Skills, and Abilities:** Extensive knowledge in maintenance of facilities and equipment with a working knowledge of building trades including HVAC, plumbing, electrical, and carpentry; ability to supervise staff effectively; knowledge of safety practices and principles related to maintenance activities; ability to communicate verbally and in writing to a variety of individuals and groups involved in the operation of school buildings,

able to be familiar with, understand and read blueprints as well as project specifications. Strong computer skills, proficient in Microsoft Office necessary. Familiarity with facility-related computer programs required.

**Minimum Qualifications Required:** Two-year Associates degree or equivalent. Familiarity with applicable laws, ordinances, rules, and regulations. A minimum of five years experience in maintenance of facilities and equipment, with a minimum of two years in a supervisory capacity. Ability to work effectively and communicate effectively, with the public, school administrators, staff, contractors, parents, and others.

**Physical Exertion/Environmental Conditions:** Possibly medium to heavy lifting and regular intermittent exposure to computer screens. Some degree of stress in interacting with staff members, the public, and dealing with confidential information.

**Bulletin:** The job of Maintenance Supervisor requires a responsible person to oversee an extensive district maintenance program for the Fairfield Public School System.

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