



Community Unit School District 23

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DISTRICT BUILDING & GROUNDS MAINTENANCE SUPERVISOR

PURPOSE

(The main reason for the position, in what context and what is the overall end result).

The Maintenance Supervisor is responsible to for maintaining school and other buildings to ensure the buildings and facilities are accessible and are maintained in a safe and effective manner.

SCOPE

(The way that the position contributes to and impacts on the organization)

The Maintenance Supervisor is responsible for maintaining school buildings and facilities in a safe and appropriate manner. Providing these services in an effective and efficient manner will ensure the reliability, access and safety of the school buildings and facilities.

RESPONSIBILITIES

(Major responsibilities and target accomplishments expected of the position including the typical problems encountered in carrying out the responsibilities.)

1. Perform maintenance and minor repairs to school buildings and facilities

Main Activities

- Perform preventative and predictive maintenance on buildings and facilities
- Conduct routine, non-licensed inspections of facilities including fire equipment and boilers
- Ensure fire protection equipment is properly maintained and up to date
- Perform routine maintenance and minor repairs to buildings and facilities including carpentry and painting
- Conduct annual Health Life Safety Inspections with the ROE
- Coordinate licensed inspections as required
- Coordinate major maintenance and repairs as required to mechanical systems, HVAC systems, boilers and generators
- Will serve as the designated Asbestos Designated Person
- Advise the Superintendent of required major repairs or replacement
- Ensure the safety and protection of buildings including ensuring doorways are not blocked and that buildings and facilities are locked when not in use

2. Assist with administrative duties related to building maintenance

Main Activities

- Assist in preparing preventative and predictive maintenance schedules
- Assist in the preparation of capital and operating budgets
- Maintain inventory control over equipment and supplies
- Assist in ordering replacement equipment and supplies

- Assist in risk management activities
 - Maintain building maintenance logs and records
 - Maintain building maintenance computer systems
3. Perform other related duties

KNOWLEDGE, SKILLS AND ABILITIES

(The knowledge, skills and attitudes required for satisfactory job performance)

Knowledge

The incumbent must have proficient knowledge in the following areas:

- knowledge of national, territorial and local building codes, regulations, bylaws and policies
- knowledge of building construction and maintenance procedures
- knowledge of HVAC, electrical and mechanical systems
- knowledge of when to contact tradespersons to complete a task or repair
- knowledge of inspection procedures & certificate dates
- knowledge of workplace safety requirements and procedures
- knowledge of record keeping systems
- knowledge in the following areas desirable, but not required: millwork, pipefitting, welding, plumbing, painting & carpentry

Skills

The incumbent must demonstrate the following skills:

- ability to maintain buildings and facilities in a safe and responsible manner
- ability to operate required equipment and tools in a safe and responsible manner
- ability to supervise custodians within the District
- organizational skills-keeping tools within District organized
- analytical and problem solving skills
- decision making skills
- effective verbal and listening communications skills
- ability to read and write to maintain daily logs
- CDL classification with school bus driver endorsement is desirable
- stress management skills
- time management skills

Personal Attributes

The incumbent must demonstrate the following personal attributes:

- be honest and trustworthy
- be respectful
- possess cultural awareness and sensitivity
- be flexible
- demonstrate sound work ethic
- deal with the public in a positive, courteous and respectful manner

WORKING CONDITIONS

(The unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent including the frequency and duration of occurrence of physical demands, environmental conditions, demands on one's senses and mental demands.)

Physical Demands

(The nature of physical effort leading to physical fatigue)

The Maintenance Supervisor has a physically strenuous and demanding job. He/she will be lifting, pulling and managing equipment and tools. The Maintenance Supervisor will have to work in all weather, and must be prepared for both extreme heat and cold. The Maintenance Supervisor must ensure that all activities are completed in a safe and efficient way.

Environmental Conditions

(The nature of adverse environmental conditions affecting the incumbent)

The Maintenance Supervisor must work outside in all different weather conditions including extreme cold and extreme heat. He/she may at times be exposed to dangerous and/or toxic substances and must take necessary precautions to protect eyes, nose and skin from irritation and infection.

Sensory Demands

(The nature of demands on the incumbent's senses)

He/she may at times be exposed to dangerous and/or toxic substances and must take necessary precautions to protect eyes, nose and skin from irritation and infection.

Mental Demands

(Conditions that may lead to mental or emotional fatigue)

The Maintenance Supervisor must work independently and is expected to maintain a schedule of work. Any problems or inconveniences may result in increased stress to complete tasks in a limited time.