

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

ASSISTANT BUILDING MAINTENANCE SUPERVISOR

QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma.
- Five (5) years of experience in building trade.
- One (1) year supervisory experience.
- Florida driver's license class D or E required upon start date.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of technology as related to specific job functions.
- Knowledge of state requirements for educational facilities regulations dealing with construction and maintenance.
- Ability to read and comprehend construction drawings and specifications.

SUPERVISION

REPORTS TO Building Maintenance Supervisor
SUPERVISES Assigned Maintenance Mechanics and Helpers

POSITION GOAL

To ensure the district's facilities are maintained and repaired in a manner as district needs demand with minimal service disruption.

PERFORMANCE RESPONSIBILITIES

1. *Direct the utilization of supplies, equipment, and personnel in conjunction with work orders.
2. *Respond to internal and external customers in a timely, accurate, courteous, and empathetic manner representing the district in a positive light.
3. *Evaluate and implement techniques, equipment, and procedures for the improvement of services.
4. *Serve as liaison between school principals and area-based maintenance personnel in the areas of maintenance support, quality control, and customer service.
5. *Coordinate priorities and schedules with appropriate school personnel as required.
6. *Perform estimating and planning of maintenance and construction projects.
7. *Oversee and manage the maintenance and repair of all tools and equipment of assigned personnel.
8. *Assure tools, equipment, and vehicles of assigned personnel are properly maintained.
9. *Assist in the establishment of preventative maintenance programs for equipment and facilities throughout the district.
10. *Supervise the execution of corrective periodic preventative maintenance schedules for all area schools and make recommendations to modify and enhance such schedule.
11. *Direct resources and coordinate the work performed by assigned personnel.
12. *Plan, schedule, and convene various training classes to building maintenance staff on technical and safety topics.
13. *Complete and evaluate for performance appraisals for assigned employees.
14. *Counsel and discipline as needed for assigned employees.
15. *Address employee complaints and grievances as needed for assigned employees.
16. *Interview and recommend selection of employees in conjunction with Building Maintenance Supervisor.
17. *Review for completion, accuracy, productivity, and resource use efficiency, documented labor hours and materials expended on assigned tasks, and correcting and reporting all noted deficiencies.
18. *Maintain timely and accurate information and account for the quality of information maintained by those supervised.
19. *Identify and address repair needs and safety discrepancies when observed at facilities.
20. *Perform annual safety and casualty inspections of facilities.
21. *Able to safely operate and work from ladders, scaffolding, platforms, and lifts.

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- 22. *Assist in the design and specification of materials for projects and verifying the performance of work completed under construction and service contracts.
- 23. *Remain up to date on current research, trends, and best practices relevant to the area of responsibility and be responsible for staff and self-development.
- 24. Perform other duties as assigned by the Building Maintenance Supervisor.

**Denotes essential job function/ADA*

EQUIPMENT / MATERIALS

Standard office equipment

PHYSICAL REQUIREMENTS

Light Work

Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time the job is rated as Light Work.

PHYSICAL ACTIVITIES

Sitting

Resting with the body supported by the buttocks or thighs.

Standing

Assuming an upright position on the feet particularly for sustained periods of time.

Walking

Moving about on foot to accomplish tasks, particularly for long distances.

WORKING CONDITIONS

Indoors/Outdoors

The worker is subject to both environmental conditions. Activities occur inside and outside.

TERMS OF EMPLOYMENT

PAY GRADE

AO-13-H **\$45,029 - \$76,930**

District Salary Schedule

Months 12
Annual Days 258
Weekly Hours 37.5
Annual Hours 1935

POSITION CODES

PeopleSoft Position TBD
Personnel Category 06
EEO-5 Line 06
Function 7400
Job Code 2113
Survey Code 74017

FLSA

Applicable
 Not applicable

Previous Board Approval

BOARD APPROVED

December 17, 2019

ADA Information Provided by Kim Dove
Position Description Prepared by Kim Dove