

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

BUILDING MAINTENANCE SUPERVISOR

QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma.
- Five (5) years' prior experience in the specified division trade and three (3) years' prior experience in a supervisory capacity.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of Florida Statutes and State Requirements for Educational Facilities (SREF) regulations concerning construction, remodeling, and maintenance.
- Knowledge of basic problem resolution strategies.
- Knowledge of and commitment to decision-making and accountability for results.
- Skill in problem solving, organizing, and effectively managing time.
- Skill in public relations, demonstrated leadership and management ability.
- Skill in verbal and written communication.
- Skill in supervising staff in the compilation of detained reports and purchasing procedure, organizing work efforts, and analyzing and establishing control systems.
- Ability to research information, draw conclusions, and make recommendations for process improvement.
- Ability to present ideas clearly both orally and in writing.
- Ability to utilize Microsoft Word, Excel, Access, and Outlook.
- Ability to establish and maintain effective working relationships with others.
- Ability to work in a dynamic environment with sensitivity and responsiveness to changing goals, priorities, and needs.
- Ability to follow detailed oral and written instructions and organize work while providing technical assistance to other personnel.
- Ability to provide outstanding customer service.
- Ability to assess risks.
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SUPERVISION

REPORTS TO Assistant Director of Facilities Services
SUPERVISES Assigned Personnel

POSITION GOAL

Responsible for the supervision of assigned employees within the department to most effectively complete the maintenance tasks established by department management and assist in the hiring, training, and evaluation of employees.

PERFORMANCE RESPONSIBILITIES

1. *Review all work requests files of assigned personnel.
2. *Determine that equipment and materials needed to complete work requests is available or is being provided.
3. *Assign work requests to workers using crew leaders whenever possible.
4. *Keep school principals informed of work progress in their school and effectively coordinate work requests with the school administration.
5. *Check and evaluate work completed.
6. *Make written evaluations of each employee and discuss such evaluations with the employees.
7. *Conduct the inspection and inventory of all vehicles under their supervision as required.
8. *Work with the Maintenance Purchasing Agent to ensure the smooth and effective acquisition of needed materials and equipment.

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9. *Responsible for supervising subordinate employees; coordinating maintenance activities and ensuring compliance with building codes, policies, procedures, and work safety measures; and performing related supervisory, technical, and administrative duties.
 10. *Estimate the cost of projects.
 11. *Answer emergency calls at night and on weekends as situations warrant.
 12. *Interview all job applicants and recommend candidates for employment.
 13. *Prepare and submit the annual budget needs and assist in the preparation of the annual Facilities Services Department budget.
 14. *Prepare and maintain statistical and informational reports on Facilities Services provided work and service delivery in support of the department's KPI.
 15. *Develop leadership in subordinates.
 16. *Responsible for maintaining timely and accurate information and accountable for the quality of information maintained by those they supervise.
 17. *May be required to assist with emergency support functions in the event of a declared emergency and/or any other emergency duties as assigned.
 18. Perform other duties as assigned by the Assistant Director of Facilities Services.
- *Denotes essential job function/ADA*

EQUIPMENT / MATERIALS

Standard office and appropriate division trade equipment.

PHYSICAL REQUIREMENTS

Medium Work Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

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.
Climbing	Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. Using feet and legs and/or hands and arms.
Bending	Lowering the body forward from the waist.
Stooping	Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.
Kneeling	Bending legs at knee to come to a rest on knee or knees.
Reaching	Extending hand(s) and arm(s) in any direction.
Pushing	Using upper extremities to press against something with steady force order to thrust forward, downward or outward exerting up to 20 pounds of force.
Pulling	Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 20 pounds of force.
Lifting	Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back muscles exerting up to 20 pounds of force.
Finger Dexterity	Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
Repetitive Motions	Substantial and continuous movements of the wrists, hands, and/or fingers.
Talking	Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
Hearing Acuity	The ability to perceive speech and other environmental sounds at normal loudness levels.
Visual Acuity	The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

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WORKING CONDITIONS

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

TERMS OF EMPLOYMENT

PAY GRADE

AO-12-G \$56,375 - \$88,753

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 44
Function Vary
Job Code 1435
Survey Code 81013

FLSA

Applicable
 Not applicable

Previous Board Approval

BOARD APPROVED

December 17, 2019
July 9, 1986

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