MAINTENANCE MECHANIC SUPERVISOR

Cape Elizabeth School Department Job Description

QUALIFICATIONS:

I. **Education/Certification:** High School diploma or equivalent, post-secondary training in maintenance is desirable. Hold a valid State of Maine Criminal History Records Check Approval.

II. **Special Knowledge/Skills:** Knowledge, understanding, and demonstrated aptitude or competence in the performance responsibilities listed below; good work habits; dependability and ability to work without supervision; ability to maintain positive relations with maintenance staff, administrators, students, school and town personnel and citizens at all times; knowledge of chemicals, asbestos management, Safety, and Material Safety Data Sheets. Demonstrated aptitude or competence in supervising and training maintenance employees and carrying out basic carpentry, electrical, plumbing, roofing, painting, heating, grounds, and mechanical repair. Such alternatives to the above qualifications as the Administration may find appropriate and acceptable.

III. **Experience:** Demonstrated aptitude or competence for successful fulfillment of assigned performance responsibilities.

REPORTS TO:

Director of Facilities

SUPERVISES:

Maintenance Mechanic Staff

JOB GOAL:

To provide all students and the community at large with a safe, secure, clean, attractive, comfortable, and efficient environment in which to learn, play, and engage in personal growth and development.

PERFORMANCE RESPONSIBILITIES:

I. Performs all duties of a Maintenance Mechanic

II. Assist the Director in overseeing maintenance and repairs of electrical, plumbing, heating, ventilation, and air conditioning (HVAC), carpentry, painting, and other building systems

III. Oversee the day-to-day operations of the maintenance team

IV. Delegate and distribute tasks and work orders to the staff

V. Ensures maintenance repair work is completed correctly and promptly

VI. Assist with personnel management, including interviewing prospective staff, disciplining employees, and upholding contractual and school procedures

VII. Communicating updates on work orders and projects with the Director

VIII. Conduct performance evaluations that are timely and constructive

IX. Operate and maintain the Work Order system to the Director's standards

X. Maintains inventory of supplies

XI. Foster a work environment of inclusiveness and respect and promote good employee moral

XII. Serve as the point of contact for all regular service technicians (HVAC, Controls, Electrician, Plumber and Roofers)

XIII. Performs other related duties as assigned by the Director and Operations Manager

TERMS OF EMPLOYMENT:

Twelve-month year. Salary and work year in accordance with recommendations established by the Superintendent of Schools and District Business Manager.

WORKING CONDITIONS:

Mental Demands: calculating, comparing, editing, evaluating, interpreting, organizing, consulting, analyzing, planning, designing, documenting, specifying, coordinating, implementing, and presenting

Physical Demands: adjusting, connecting, painting, lifting up to fifty pounds, pulling, writing, and operating

Environmental Conditions: outside, inside, slippery surfaces, microwaves, chemical exposure, biological exposure, working around moving objects or vehicles, and working alone

EVALUATION:

The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully handled and the extent to which goals are met.

NOTE:

The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, present or future.

APPROVED: June 11, 2019 *(Maintenance Mechanic Foreman)*

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