

# 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*)

Revised: December 12, 2023