



SUPERVISOR – MAINTENANCE

SUMMARY/SCOPE/GOAL

Responsible for the supervisory duties directing the activities of skilled, subordinate working personnel involved in the maintenance and /or repair activities relating to maintenance assessment, building systems, electrical equipment, grounds, and athletic fields, plumbing systems or personnel involved in material or work control using Computerized Maintenance Management Systems for Brevard Public School properties. Act as the primary contact for Plant Operations & Maintenance with facility managers of schools and support facilities.

QUALIFICATIONS

EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

REQUIRED:

- High School diploma or equivalent with five (5) years' verifiable, progressively responsible experience related to structural systems,
 - Associate degree in Management, Business, or related field can substitute for two years of experience
- Two (2) years' experience in a supervisory/lead capacity.

PREFERRED/DESIRED:

CERTIFICATIONS/LICENSES/TRAINING:

REQUIRED:

- International Facility Management Association (IFMA) or Equivalent Certification required within six months of employment.
- Valid Florida State Driver's license.

PREFERRED/DESIRED:

PERFORMANCE RESPONSIBILITIES

ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification as necessary.

1. Assess facilities and update the existing Facility Assessment on an ongoing basis.
2. Communicate regularly and effectively with facility managers.
3. Plan and schedule staff assignments.
4. Assist with the requisition of necessary tools, supplies, materials, and equipment.
5. Maintain operational records and reports via Work Order System.
6. Monitor and enforce observances of safety regulations.
7. Assist with coordination of work with other supervisors.
8. Analyze and resolve work problems and assist workers in solving problems.
9. Instruct, monitor, and consult with superiors and subordinates on complex work tasks and ensure compliance with codes, standards, regulations, and operation instructions.
10. Study existing practices and procedures to determine methods of improving processes and procedures.
11. Ensure tasks are performed in an effective and timely manner.

SUPERVISOR – MAINTENANCE

12. Assist with the development of prioritized, planned, and estimated weekly schedules for preventive, corrective, recurring and emergency work.
13. Utilize computerized Maintenance management systems to ensure optimum shop performance.
14. Participate in continuous improvement initiatives.
15. Participate and report on customer satisfaction surveys and action plans.
16. Communicate with Work Controls communications/customer service personnel on a regular basis.
17. Assist with the management of major maintenance and appropriate repairs to meet timelines, scope of services, and budgets.
18. Participate in the design criteria for new projects and implementation of new materials and construction practices during design phases.
19. Participate in assessment of schools/facilities for budgeting purposes of up-coming capital projects and five-year assessment plan.
20. Use all up-to-date contract information for procurement and purchasing procedures.
21. Ensure all policies and regulations of the School Board of Brevard County are observed at all times.
22. Maintain a safe and secure working environment for all employees.
23. Complete performance evaluations on subordinate employees.
24. Be required to supervise various trades/craft personnel as assigned.
25. Serve as weekly 24/7 On-Call Supervisor as applicable by supervisor rotation.

OTHER DUTIES:

Performs other duties as assigned commensurate with the skills and abilities of the position. Provides outstanding customer service and uses positive interpersonal communications skills. Makes all decisions and performs all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensures compliance with Board Policies, procedures, and applicable federal and state laws and regulations.

KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE

JOB RELATED:

Working knowledge of State of Florida Educational Building Requirements for Facilities (Chap 423). Familiarity with all aspects of the maintenance and repair of all building systems and site improvement. Understanding of use, application, and operation of tools and equipment related to building systems and site improvements. Ability to read, interpret and identify blueprints and schematics. Ability to interpret detailed drawings as well as field sketches, perform lay-outs and material take-offs. Ability to meet deadlines and completion dates for tasks. Ability to manage maintenance personnel activities and workmanship. Ability to coordinate design consultants and contractors for specialty repairs, meet deadlines and projected completion times within budgetary constraints. Basic general knowledge of the tools, equipment, materials, and safety practices of the maintenance trades. Considerable knowledge of the hazards and safety measures common to the maintenance and repair of building systems and site improvements. Knowledge of computer systems, wireless communication devices, and Computer Maintenance Management System (CMMS). Excellent oral and written communication skills Exceptional customer service skills.

GENERAL:

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

SUPERVISOR – MAINTENANCE

TRAINING:

- OSHA 10-Hour General Industry Safety

EQUIPMENT:

Use or repair of hand tools, power tools, air tools, shop equipment, etc.

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

PHYSICAL DEMANDS/WORK ENVIRONMENT

PHYSICAL REQUIREMENTS:

(M) MEDIUM WORK

Exerting 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Light Work.

POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:

Intermittent light machinery noise and activity level.

Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

TRAVEL:

Travel between sites often. Travel out of county occasionally.

FOR HR USE ONLY:

DIVISION:	Facilities Services	DEPARTMENT:	Plant Operations and Maintenance
TITLE CODE:	C2310	CONTENT BY:	Assistant Superintendent – Facilities Services
GRADE:	18	COMPENSATION:	Ellie Kelly – Human Resources
UNIT:	NB (Exempt)	LABOR RELATIONS:	Karyle Green, Ed.D.
LAST BOARD APVD:	5/26/2015	CLASSIFICATION:	Beth Thedy, Ed.D.
SCHEDULE:	8 Hrs. – 12 Mos.		

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	4/7/2015	Developed	Associate Superintendent – Facilities Services
1.1	12/01/2020	New Format	Ellie Kelly – Human Resources
2.0	05/13/2021	Revised: Title; scope; qualifications, training and add schedule.	Teri Novelli – Plant Operations & Maintenance

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.