

## **MAINTENANCE SUPERVISOR**

**Job Goal:** To provide students with a safe and healthy environment in which they are able to learn, develop, and excel.

The individual in the position of Maintenance Supervisor is the supervisor of the maintenance crew & the custodians for the district.

### **Performance Responsibilities**

- Responsible for maintaining all district buildings and school grounds. Recommending, when necessary, the contracting of certain maintenance projects.
- Responsible for overseeing the maintenance staff year round. Responsible for overseeing the custodial staff solely when principals are not on contract. (Custodians are to first report to building Principals during contract months.)
- Develop a written schedule with the Superintendent, Principal, Maintenance, and Custodial Staff reflecting daily, weekly, and monthly schedules of duties.
- Reemployment for Maintenance and Custodial Staff. This includes evaluating the work performance of the Maintenance and Custodial Staff, making recommendations for continued employment or dismissal.
- Establish and maintain contact with any contractors coming on to school property. Insuring that all contractors sign in & out at the appropriate school office and visitor passes are worn and

visible at all times.

- Report any major repairs needed or damage occurred to the school property to the Superintendent and Administration Office immediately.
- Maintain and enhance the procedures, which provide 24-hour emergency service for the district.
- Consults with the Business Manager and Superintendents Secretary when ordering supplies. Following the proper procedures for purchasing.
- Work with each building and the Administration Office to maintain a complete and updated inventory of equipment and supplies within the district, while monitoring the use of supplies.
- Work with the Business Manager in providing proper in-service and safety program training for Maintenance and Custodial Staff.
- Attends meetings as deemed necessary by the Superintendent.
- Perform assignments as requested by the Superintendent, Principals, and Administration Office.
- Remain on school premises during work hours and during

non-work hours when the Superintendent requests attendance.

- During working hours always inform the Administration Office when leaving the premises for an extended amount of time.
- Adheres to NM State Laws, NMPED Rules and Requirements, EPS School Board Polices, EPS Employee Handbook Polices, and district building rules.