

Please Post
May 22, 2017

HAMILTON SCHOOL BOARD
Notice of Administrative Position Opening

May 22, 2017

Date

POSITION Maintenance Supervisor (In House Applicants Only)

SALARY RANGE \$38,688.00 - \$50,141.46

DUTIES As per job description. (see attached)

EXPERIENCE PREFERRED Minimum of one (1) year experience in the maintenance and repair of buildings, plumbing or mechanical equipment. Knowledge of state and federal laws and rules related to school facilities, construction and construction contracting and reporting. Possess knowledge of the Florida Inventory of School Houses (FISH) reporting system.

EDUCATION PREFERRED High School Diploma, Possess a Commercial Driver's License (CDL) Class B driver's license.

EFFECTIVE DATE OF VACANCY June 1, 2017

DIRECTION FOR FILING APPLICATION File application on FastTrack on-line application system at www.hamiltonfl.com.

DEADLINE FOR FILING APPLICATION May 31, 2017

INTERVIEW INFORMATION Qualified applicants will be contacted regarding interview information. Meeting qualifications does not guarantee an interview.



Personnel Department



The Hamilton County School Board is an Equal Opportunity Employer

In compliance with Article VII of the Agreement Between the Hamilton County Education Association and the Hamilton County School Board.

Prior to recommendation for employment, the prospective employee must meet and pass Level II Screening and Drug Testing requirements. The screening costs are the responsibility of the prospective employee.

Persons with disabilities who require assistance to participate in the interview process are requested to notify the personnel Office at (386) 792-7816 in advance so their needs can be accommodated.

SCHOOL DISTRICT OF HAMILTON COUNTY

JOB DESCRIPTION

MAINTENANCE SUPERVISOR

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Minimum of one (1) year experience in the maintenance and repair of buildings, plumbing or mechanical equipment.
- (3) Possess a valid state of Florida Commercial Driver's License (CDL) Class B.
- (4) Knowledge of state and federal laws and rules related to school facilities, construction and construction contracting and reporting.
- (5) Possess knowledge of the Florida Inventory of School Houses (FISH) reporting system.
- (6) Possess leadership ability.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of and skill to effectively use the tools of the trade. Knowledge of preventive maintenance programs and local, state and federal requirements. Ability to communicate effectively both orally and in writing. Ability to read and follow instructions. Ability to perform cross-over work in several trade areas.

REPORTS TO:

Director of Business Services

JOB GOAL

To assist in maintaining schools and other facilities in such a manner that students and staff can work in a healthy and safe environment.

SUPERVISES:

Maintenance Employees

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) Install, maintain and repair furniture and wooden parts of buildings such as screens, doors, windows, flooring, railings and fences.
- * (2) Install, maintain and repair plumbing equipment such as faucets, fountains, toilet seats, valves, drain lines and other equipment.
- * (3) Assist with the installation, maintenance and repair of electrical systems.
- * (4) Assist with grounds maintenance, including minor repair and upkeep of equipment.
- * (5) Assist with painting activities.
- * (6) Utilize and maintain proper tools and equipment required to complete work assignments.
- * (7) Develop labor and material costs in planning as required.
- * (8) Assist in placing orders and bids, if needed, for parts and materials.
- * (9) Assist in maintaining an inventory of parts and materials as needed.
- * (10) Provide emergency repair service as directed.

MAINTENANCE SUPERVISOR (Continued)

- *(11) Assist other maintenance personnel with tasks as needed or directed.
- *(12) Assist in developing and maintaining a preventive maintenance program.
- *(13) Participate in casualty prevention tests and inspections as required.
- *(14) Load and drive maintenance vehicle to assigned site as required.

Inter / Intra-agency Communication and Delivery

- *(15) Communicate effectively with staff and administration.
- *(16) Keep supervisor informed of potential problems or unusual events.
- *(17) Respond to inquiries and concerns in a timely manner.

Employee Qualities / Responsibilities

- *(18) Demonstrate initiative in the performance of assigned responsibilities.
- *(19) Provide for a safe and secure workplace.
- *(20) Model and maintain high ethical standards.
- *(21) Follow attendance, punctuality and proper dress rules.
- *(22) Maintain confidentiality regarding school matters.
- *(23) Maintain positive relationships with staff and vendors.
- *(24) Participate in workshops and training sessions as required.

System Support

- *(25) Prepare all required reports and maintain all appropriate records.
- *(26) Follow all School Board policies and school policies and procedures.
- *(27) Exhibit interpersonal skills to work as an effective team member.
- *(28) Demonstrate support for the School District and its goals and priorities.
- (29) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 01

*Essential Performance Responsibilities