**Neshoba County School District**

**Job Description**

**Position**: MAINTENANCE

**Title of Supervisor**: Maintenance Supervisor

**Responsibilities**: The job of General Maintenance Supervisor was established for the purpose of providing maintenance services as needed and/or assigned; assisting in a wide variety of maintenance activities; addressing immediate operational and/or safety concerns; grounds are kept cut and orderly; assisting skilled trades; and ensuring that tools, materials, and vehicles are maintained in good working order, and are available at job site when needed.

**Minimum Qualifications:**

* High School Diploma
* 1-2 years of experience in in a maintenance situation preferred
* SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating equipment used in skilled trades, power and hand tools, etc.; adhering to safety practices; handling hazardous materials; and planning and managing projects.

### Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling.

**Essential Functions**

 Maintains grounds including cutting grass to ensure neatness and safety and helps with grounds preparations prior to special events

 Assists skilled maintenance workers with projects (e.g. transporting and/or securing materials, completing specific tasks, etc.) for the purpose of completing projects in a safe, efficient manner.

 Cleans District buildings and grounds areas as needed and/or assigned for the purpose of providing an effective working/learning environment, preventing damage and/or limiting liability exposure.

 Coordinates with skilled tradesmen and/or assigned supervisor(s) for the purpose of completing projects and work orders efficiently.

 Installs system component parts, classroom and office equipment and facility components (e.g. lighting, heating and ventilating systems, alarms, plumbing, security, electrical panels, etc.) for the purpose of providing a safe and workable environment.

 Maintains assigned vehicle, tools and equipment for the purpose of ensuring availability in safe operating condition.

 Participates in meetings, workshops, trainings, and seminars for the purpose of conveying and/or gathering information required to perform functions.

 Performs a wide variety of general and semiskilled maintenance activities (e.g. carpentry, painting, electrical, etc.) for the purpose of completing projects within established time frames.

 Prepares written materials (e.g. repair status, activity logs, etc.) for the purpose of documenting activities and/or conveying information.

 Repairs furniture and building system components for the purpose of ensuring a safe working condition.

 Responds to emergency situations during and after hours for the purpose of resolving immediate safety concerns.

 Transports a variety of tools, equipment and supplies for the purpose of ensuring the availability of materials required at job site.

**Other Functions**

 Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.