



# Little Rock School District

## JOB DESCRIPTION

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**Position Title:** Maintenance and Materials Supervisor

**Prepared Date:** 01/12/2022

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### **JOB GOAL:**

To maintain physical school facilities in a condition of operational excellence and safety so that full educational use of them may be made at all times.

### **NOTE:**

Each applicant will be required to review and sign a Position Analysis Survey (in accordance with ADA).

### **TERMS OF EMPLOYMENT:**

Twelve (12) month (245) days contract, Pay 802 Grade 17, plus benefit Package. NOTE: Precise placement within the salary range will be determined based upon education and experience. **FLSA:**

**Non-Exempt**

### **QUALIFICATIONS:**

1. Comprehensive knowledge of the principles of building maintenance, construction, building security, grounds maintenance, and athletic facilities.
2. Minimum of 10 years of experience in a plant or building maintenance department, educational facilities desired, with at least 5 years as supervisor.
3. Experienced with a computerized multi-site work-order, preventive maintenance, utilities, and planning system.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

1. Responsible for the supervision, either directly or indirectly, of all Maintenance and Operations skilled and semi-skilled employees.
2. Responsible for planning and scheduling of maintenance activities throughout the District on a daily basis.
3. Processes new work orders and reviews work requested to establish priorities, (routine, long-range, new construction, or emergency), assigns account charge-numbers and the appropriate system-code for scheduling both routine and preventive maintenance work orders. Annual volume exceeds 16,000 work orders.



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4. Plans, programs and schedules all work orders for minor construction, repair, maintenance, and preventive maintenance on a daily, weekly, monthly, quarterly, semi-annual and annual basis for twelve work centers: HVAC, electrical, plumbing, carpentry, paint, labor, mechanics, grounds, locks and keys, electronic systems, warehouse, and preventive maintenance.
5. Maintains a daily adjustment of progress and status on projects and work orders that are underway by physical-plant shops and contractors. Submits data for completion of monthly activity reports and conducts a daily work-order-scheduling status-report through utilization of a data input computer.
6. Daily coordinates all man hours and material availability with the shop foremen and department heads for job accomplishment.
7. Works with principals and other school personnel to coordinate maintenance activities with school programs.
8. Inspects school buildings and grounds to ensure that a high standard of workmanship is maintained on in-house projects and contracted services.
9. Responsible for purchases of maintenance equipment and supplies.
10. Coordinates vacation schedules and optional holidays for maintenance personnel.
11. Ensures that workmanship standards, consistent with applicable laws, are maintained.
12. Keeps up-to-date inventory of maintenance equipment and supervises the computerized central inventory system.
13. Supervises computerized energy-management system.
14. Maintains a department policy and procedures manual.
15. Plans and conducts weekly meetings with shop foremen for work order and/or project coordination concerning progress or delays and adjusts scheduling requirements.
16. Attends training seminars and technological support conferences as needed.
17. Maintains employees' absenteeism records and counsels employees regarding excessive absenteeism, poor job performance, and conflicts.
18. Assists in the recruitment, employment, assignment, transfer, or dismissal of Maintenance and Operations personnel in accordance with applicable personnel policies.



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19. Maintains a GPS tracking system on 60-plus vehicles.

20. Performs other tasks as assigned.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

#### **Mental Functions, Physical Requirements, and Working Conditions:**

While performing the duties of this job, the employee is regularly required to sit, stand, walk, go up and down stairs, and operate foot and hand controls, use a telephone and write. Occasionally the employee must lift and/or move up to twenty (20) or more pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and/or objects, and providing oral information. Must have the ability to work for the duration of the daily contracted time period, and to be physically present and at assigned work, with only infrequent unexcused absences, during the contract year. Additional technical skills, knowledge, and abilities may be recommended by immediate supervisor and approved by the Human Resources Director.