

**SURRY COUNTY PUBLIC SCHOOLS  
MAINTENANCE SUPERVISOR/HVAC SPECIALIST  
JOB DESCRIPTION**

Job Title: Maintenance Supervisor/HV AC Specialist  
Salary Index: .80  
Reports to: Division Superintendent  
FLSA Status: Exempt

**SUMMARY**

Manages and coordinates the school division's Maintenance Department. Plans, manages, and schedules day-to-day work priorities for maintenance of school facilities (carpentry, plumbing, electrical, HVAC, painting, pest control, etc.)

**ESSENTIAL DUTIES and RESPONSIBILITIES include the following.** Other duties may be assigned.

- Plans, supervises, and participates in building maintenance work including painting, plumbing, carpentry, HVAC, and electrical work.
- Plans and supervises building and grounds equipment preparation and maintenance.
- Schedules work to be accomplished, determines priorities, assigns workers to duties such as maintenance, repair, renovation, and follow-up to make certain work orders are completed satisfactorily.
- Monitors, reviews, and inspects work of outside contractors.
- Develops a system-wide preventative maintenance schedule.
- Receives work requests and coordinates with school principals and building administrators to schedule and prioritize projects on a regular and emergency basis.
- Examines buildings and grounds on a regular basis for needed repairs and maintenance.
- Participates in the monitoring and adjusting energy consumption.
- Inspects the facilities/grounds, provide written documentation of the need for major maintenance and capital projects and report to the school board when requested.
- Compiles with EPA regulations.
- Ensures compliance with local and state building codes.
- Prepares performance evaluations for maintenance workers.
- Maintains time attendance records and approves leave requests.
- Meets regularly with the superintendent to discuss project status and maintenance updates.
- Assists in budget preparation.
- Performs other duties as assigned.

## **SUPERVISORY RESPONSIBILITIES**

The job supervises all maintenance workers.

## **QUALIFICATIONS**

To perform this job satisfactorily, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and/or EXPERIENCE**

High school diploma or GED certificate and extensive experience in building and grounds maintenance.

HV AC maintenance certification.

## **SKILLS and ABILITIES**

Comprehensive knowledge of methods, materials, tools, and equipment used in building maintenance and repairs. Comprehensive knowledge of hazards and safety precautions associated with this type of work. Knowledge of applicable codes, pertinent inspection and safety requires. Skill in the use of hand and power tools. Ability to recognize and diagnose problems. Ability to follow written instructions. Ability to plan and supervise the work of others. Ability to work from sketches, blueprints, and drawings. Ability to maintain records. Ability to use technology. Ability to establish and maintain effective working relationships with associates.

## **CERTIFICATES, LICENSES, REGISTRATIONS, SPECIAL SKILLS**

Must have a valid Virginia driver's license.

Must have HV AC Certification

Must have Pesticide Applicator Certificate.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand and reach with hands and arms. The employee' frequently is required to walk', climb OT balance, and talk or hear. The employee is occasionally required to sit; use hands to finger, handle, or feel; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually quiet.

