



### MAINTENANCE SUPERVISOR/HVAC SPECIALIST

**Department:** Operations and Maintenance

**FLSA Status:** Exempt

#### **GENERAL PURPOSE**

Manages and coordinates the school division's Operation and Maintenance Department. Plans, manages, and schedules day-to-day work priorities for maintenance of school facilities (carpentry, plumbing, electrical, HVAC, painting, pest control, etc.) Ensures all school equipment and devices comply with relevant codes and regulations.

#### **ESSENTIAL JOB FUNCTIONS**

- Plans, supervises, and participates in building maintenance work, up to and 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 in order 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 in order to schedule and prioritize projects on a regular and emergency basis.
- Examines buildings and grounds on a regular basis in order to determine needed repairs and maintenance.
- Participates in the monitoring and adjusting energy consumption.
- Inspects the facilities and grounds.
- Provides written documentation of needs for major maintenance and capital projects and reports to the school board when requested.
- Complies 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.

### **EDUCATION AND EXPERIENCE REQUIREMENTS**

- Associate's degree required.
- Five years of experience in building and grounds maintenance required.
- HVAC certification required.
  - HVAC maintenance certification required.
- Virginia driver's license required.
- Pesticide Applicator Certificate required.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of methods, materials, tools, and equipment used in building maintenance and repairs.
- Knowledge of hazards and safety precautions associated with building maintenance and repair.
- Knowledge of applicable codes, inspection criteria, and safety requirements.
- 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.

### **WORKING CONDITIONS**

The employee may be frequently exposed to moving mechanical and electrical components, dust and debris from wood, drywall, and other construction materials, and other hazards incident to the repair, installation, and maintenance of HVAC systems and building construction. Though the employee may be required to work outside in inclement weather and inside, where the temperature is mild and the audio and visual stimuli are moderate.

### **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 is frequently required to walk, climb, balance, talk and hear. The employee is occasionally required to sit, use hands to finger, handle, and feel, stoop, kneel, crouch, crawl, taste or smell. The employee must regularly lift and move up to 10 pounds, frequently lift and move up to 25 pounds, and occasionally lift and move up to 75 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus.

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. As every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may reasonably be considered incidental in the performing of their duties as though they were included in this job description.*

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

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Employee Signature

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Date

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Supervisor (or HR) Signature

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Date