

**TITLE: Maintenance & Repair Supervisor**

**DATE: October 1,1999**

**DEPARTMENT: Hannahville Indian School**

**DATE REVISED: 11/30/00**

**DIVISION: N/A**

**POSITION SUMMARY: Direct the operation of the building maintenance program. Exercise independent judgement subject to evaluation results.**

**SUPERVISION RECEIVED: Works directly under the Principal and Administrator.**

**SUPERVISION EXERCISED: One maintenance employee**

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Schedule and supervise maintenance workers in repair, installation, maintenance and alteration of buildings.
2. Establish priorities and construction, maintenance and operation schedules in order to maximize use of personnel and materials.
3. Review and schedule work orders and maintenance requests for all crafts and balance manpower requirements and manpower availability.
4. Schedule and supervise preventative maintenance on buildings and facilities.
5. Respond to after hour and weekend emergencies.
6. Evaluate and purchase maintenance supplies, and equipment.
7. Train and review actions of personnel; make appropriate recommendations regarding such personnel matters as selection, discipline and termination.
8. Provide technical assistance to the central administrative department related to existing facilities.
9. Assist in building inspections and data collecting to determine necessary repairs and improvements.
10. Assist in developing budget for the department.
11. Assist in developing departmental procedures and policies.
12. Act upon leave requests and maintain time reports and leave records.
13. Maintain a safety program as required.
14. Enforce safety rules and regulations.
15. Establish standards of work skills, equipment and materials for the department.
16. Provide assistance and services to other departments as needed.
17. Perform related duties as required.

**PERIPHERAL DUTIES: All other duties as assigned**

**DESIRED QUALIFICATIONS:**

**Education:** High school diploma or equivalent.

**Experience:** Five years full-time experience as a journey trades worker and one year experience in a supervisory capacity. Other related work experience may also qualify for consideration. All work experience should relate to the skills necessary to maintain and/or repair of buildings. **Skills and abilities:** The skill and ability to read and interpret, building blue prints and electrical wiring schematics.

**TOOLS AND EQUIPMENT USED:**

Maintenance equipment/tools necessary to carry out the duties of this position, as well as, cell phone, beeper, and computer. Safety equipment is provided.

**PHYSICAL DEMANDS:** Must be able to lift at least 75#. Good physical condition is a must. Must not be afraid of heights. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORK ENVIRONMENT:** This position may require working outside as well as inside buildings and on roofs because of the nature of the work, there may be exposure to injury or other health hazards. The noise level may be loud because of the use of power tools.

**SELECTION GUIDELINES:** Completed employment application and resume, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer and requirements of the job changes.

Signature \_\_\_\_\_  
Employee

Date \_\_\_\_\_

Signature \_\_\_\_\_  
Principal

Date \_\_\_\_\_

Signature \_\_\_\_\_  
Administrator

Date \_\_\_\_\_