



Kalamazoo Regional Educational Service Agency Job Description

Job Title: Maintenance Supervisor
Reports To: Assistant Superintendent Non-Instructional Services
FLSA Status: Exempt
Approved By: MS
Approved Date: 01/03

Summary: Keeps office and educational centers in clean and orderly condition by performing the following duties

Essential Duties and Responsibilities:

Must have knowledge of and comply with the policies and procedures contained in the Kalamazoo RESA handbook.

Processes and schedules maintenance requests

Trains employees on the successful completion of maintenance activities

Attends meetings with department heads and other employees to coordinate maintenance activities

Purchases maintenance supplies and materials

Performs building inspections to assure compliance with applicable codes

Coordinates contractor activities within the district

Sweeps, mops, scrubs, and vacuums hallways, stairs and office space as required

Maintains building, performing minor and routine painting, plumbing, electrical wiring, and other related maintenance activities

Notifies management concerning need for major repairs or additions to lighting, heating, and ventilating equipment

Cleans and/or coordinates the cleaning of snow and debris from sidewalk and parking lots

Other duties as assigned

Supervisory Responsibilities:

Directly supervises 10 employees in the Maintenance/Custodial Group; Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Education and/or Experience:

High school diploma or general education degree (GED), or one to three months related experience and/or training; or equivalent combination of education & experience.

Certificates, License, Registration:

If applicable

Other Skill & Abilities:

Effectively present information in front of groups and engage in audience
Ability to communicate effectively including listening
Delegates work assignments as appropriate
Keep administrator abreast of department activity
Works in a team oriented fashion
Ability to efficiently use computer and applicable software
Ability to problem solve
Ability to read, analyze and interpret data
Ability to write reports, correspondence, policies and procedures
Maintains confidentiality
Displays willingness to support and make decisions with sound judgment in timely manner
Develops strategies to achieve department goals
Performs duties as workload necessitates
Adapts to frequent changes in the work environment
Uses equipment and materials properly
Practices safe work habits

Physical Demands:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is frequently required to stand; walk and talk or hear. The employee is occasionally required to sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. 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 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and ability to adjust focus.

Work Environment:

The noise level in the work environment is usually moderate.

It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on gender/sex, sexual orientation, race, religion, height, weight, color, age, national origin, disability or any other status covered by federal, state or local law be allowed during any program, activity, service or in employment. The following positions at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy. Human Resources Administrator, Tom Zahrt; Assistant Superintendents: Margaret McGlinchey & Laurie Montgomery. Contact information: 269-250-9200, 1819 E. Milham Avenue, Portage, MI 49002