

**TITLE:** Facilities Supervisor - Maintenance

**DEPARTMENT:** Facilities

**REPORTS TO:** Director of Facilities Services

**POSITION SUMMARY:** The primary responsibility of the Maintenance Facilities Supervisor is to provide leadership to the Department's maintenance technicians. The Facilities Supervisor will also assist the Director with supervision of custodians and grounds technicians when appropriate.

**ESSENTIAL FUNCTIONS:**

- Supervise and coordinate maintenance of district facilities.
- Assist in supervision of custodians and grounds technicians as needed, in collaboration with Director and Custodial Facilities Supervisor.
- Have the flexibility to work different shifts as needed.
- Prepare and interpret reports, expenditure records, and maintenance data.
- Prepare, assign and oversee work orders.
- Establish methods that promote high productivity and positive attitudes.
- Complete and implement an annual work plan using realistic goals in line with departmental goals.
- Help ensure compliance in all programs required by industry or governmental standards. These programs would include, but not be limited to: asbestos, hazardous waste, work place safety, fire inspections and air quality.
- Help facilitate positive inter-departmental cooperation.
- Maintain proactive communication with building administrators while assisting with building maintenance problems.
- Assist Capital Projects with the numerous small projects that come up district- wide.
- Routinely conduct site visits, gathering feedback relating to building maintenance issues.
- Prepare and conduct annual maintenance technicians' evaluations.
- Coordinate for and provide training to maintenance and grounds technicians when needed.
- Be on call, as needed, for district emergencies.
- Be familiar with and manage within the parameters of the District/Union contract and District policies.
- Become familiar with facility systems throughout the district – HVAC, electricity, water, sewage, security, and alarm, etc.
- Perform other duties as assigned by the Director of Facilities Services.
- Demonstrate success with good, positive people skills.
- Demonstrate high level critical thinking skills around innovation and problem solving.
- Proven track record of good communication skills.
- Construction experience on commercial, government, and/or school projects preferred.
- General or specialized knowledge in HVAC, plumbing, carpentry, roofing and electrical areas.
- Ability to work independently as well as a member of a team.
- Demonstrated skills in building highly effective, collaborative teams.
- Initiative and willingness to explore innovative methods and evaluate new equipment and products.
- Good oral and written communication skills
- Ability to lift a minimum of forty pounds, climb ladders, bend, stoop and crawl in confined areas.
- Willingness to grow professionally.
- Willingness and ability to maintain confidentiality at all times.
- Possess knowledge of and adhere to Governing Policies and District Regulations and Procedures.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position

**QUALIFICATIONS:**

**EXPERIENCE:** Demonstrate at least three years of successful management experience, preferably in the field of maintenance/operations.

ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION

**EDUCATION:** Bachelor's Degree preferred

**REQUIRED TESTING:** Pre-employment Proficiency Test

**CERTIFICATES AND LICENSES:** CPR/First Aid Certificate (may be required)

**CONTINUING EDUCATION/TRAINING:** As needed

**CLEARANCES:** Criminal Justice fingerprint/Background Clearance

**FLSA STATUS:** Non-exempt

**BARGAINING UNIT:** Unrepresented

*I have reviewed the job description, been allowed to ask questions, and can perform all job required Essential Functions with or without an accommodation(s).*

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Name (sign)

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