

# Ridgemont Local School District



*Sally Henrick, Superintendent*

*Melissa Pollom, Treasurer*

## POSTING

Position Open:	Maintenance Supervisor
Responsibilities:	Cleaning and General Maintenance of Ridgemont Local Schools The Maintenance Supervisor will serve as part of the administrative leadership team and oversee building systems such as mechanical, electrical, plumbing, carpentry, and masonry in conjunction with district leaders.
Qualifications:	Building Operator License or ability to earn said license. Supervisory skills in mechanical, electrical, plumbing, carpentry, masonry, and building systems such as automated control systems, HVAC, fire suppression, security and communications substantiated by training/work experience. Cleaning and general facility maintenance experience, dependable and have reliable transportation, able to handle extreme conditions and inclement weather, lifting 40+ pounds repeatedly, sweeping, mopping, able to climb ladders etc. Able to manage budgets, organization skills and record keeping. Maintenance and set up of all sports playing fields, lawn care and athletic complex care. Valid Driver's License, BCI and FBI Background Check
Salary:	Commensurate with experience
Employment:	Salary-260 days per year Reports to the Superintendent
Posting Date:	June 8, 2020
Expiration Date of Posting:	Until filled
Application:	Candidate please fill out non-certified application (available online at <a href="http://www.ridgemont.k12.oh.us">www.ridgemont.k12.oh.us</a> or link below) and send to Sally Henrick, Superintendent, <a href="mailto:sally.henrick@ridgemont.k12.oh.us">sally.henrick@ridgemont.k12.oh.us</a> 560 W. Taylor St., Mt. Victory, OH 43340. Phone 937-354-2441 Application Link- <a href="https://www.ridgemont.k12.oh.us/Downloads/Non%20Certified%20Application%20%202019%2020203.pdf">https://www.ridgemont.k12.oh.us/Downloads/Non%20Certified%20Application%20%202019%2020203.pdf</a>
Interviews:	To be conducted-TBA
Start Date:	July 1 - August 1, 2020

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## RIDGEMONT LOCAL SCHOOL DISTRICT JOB DESCRIPTION

**Title:** MAINTENANCE SUPERVISOR **File 601**

**Reports to:** Assigned administrator/supervisor

**Job Objective:** Supervises district-wide maintenance services.

- Minimum Qualifications:**
- High school diploma. Supervisory skills in mechanical, electrical, plumbing, carpentry, masonry, and building systems (e.g., HVAC, fire suppression, security, communication, etc.) substantiated by training/work experience. Post-secondary training in a trade is advantageous.
  - Ability to perform physically demanding work that includes lifting and moving heavy items.
  - Additional licenses/certifications deemed appropriate at the time of hire may be required.
  - Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
  - Embodies high ethical standards/integrity. Accepts personal responsibility for decisions/conduct.
  - Exhibits consistent, impartial and resourceful decision-making skills. Interprets information accurately. Evaluates options thoroughly. Develops reasonable solutions to resolve issues.
  - Holds or is qualified to obtain a pesticide application license and/or asbestos hazard certificate.
  - Knowledgeable about environmental, health and safety regulations, building codes and ADA accessibility guidelines. Uses blueprints/schematic diagrams effectively.
  - Maintains a record free of criminal violations that would prohibit public school employment.
  - Maintains a valid driver's license. Meets all prerequisite and ongoing qualifications to be covered by the district's insurance carrier. Commercial (CDL) license is advantageous.
  - Meets all mandated health screening requirements.

NOTE: The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District.

- Essential Functions:**
- 1. Manages the effective delivery/advancement of maintenance services.**
- Actively participates as an administrative team member. Upholds board policies. Implements district guidelines/procedures. Ensures compliance with relevant local, state and federal laws.
  - Helps develop a district-wide strategic plan. Manages the process of organizational change.
  - Plans/implements strategies to ensure tasks are completed within required time-frames.
  - Provides staff leadership. Helps staff meet established schedules. Establishes an appropriate level of employee autonomy. Assumes responsibility for the results of duties delegated to staff.
  - Updates departmental job descriptions. Trains staff in procedures to accomplish duties effectively.
  - Manages equitable workloads/schedules. Maintains essential services during staff absences.
  - Verifies/approves time sheets. (e.g., daily hours, authorized overtime, absences, etc.).
  - Implements state mandated and locally developed personnel assessment programs.
  - Coordinates the planning of maintenance staff development/in-service training activities.
  - Manages the board-approved budget. Controls costs. Upholds fiscal accountability standards.
  - Monitors inventories. Reorders supplies to maintain reliable service levels. Approves invoices for payment. Prepares revenue/expense projections as requested.
  - Coordinates the pick-up/delivery of supplies/equipment.
  - Assists the treasurer's office with the management of non-consumable asset records.
  - Recommends the replacement of equipment necessary to ensure effective services.
  - Evaluates operational performance to identify short/long-range program needs/opportunities.
  - Helps prepare bond sale prospectuses. Helps administer the permanent improvement budget.
  - Provides technical expertise/manual skill in inspecting, repairing, and maintaining buildings equipment systems, furnishings and grounds. Implements preventive maintenance programs.

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- Inspects buildings, grounds, and equipment regularly. Resolves problems (e.g., building codes, ordinances, electrical, equipment malfunctions, plumbing, structural integrity, vandalism, etc.).
- Manages construction/renovation/demolition projects. Oversees compliance with environmental health and safety guidelines. Monitors contractors/vendors performance.
- Oversees the care of landscaped areas/athletic fields. Maintains grounds keeping equipment.
- Updates snow emergency plans. Manages snow removal operations.
- Monitors air quality. Oversees the asbestos management program. Attends training courses. Develops abatement programs as needed.
- Anticipates health/safety inspections. Teaches staff how to operate fire/safety equipment.
- Investigates/prepares accident reports. Documents all injuries that require treatment.
- Coordinates preparation/clean-up activities for district events. Maintains building utilization records. Assists with non-school use of district facilities (e.g., rental, scheduling, set-up, etc.).
- Protects district property. Ensures that buildings and job sites are secured at the end of the day.

## **2. Exemplifies professionalism and fosters goodwill to enhance the district's public image.**

- Cultivates relationships that promote a strong commitment of public support for the district.
- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Maintains an acceptable attendance record and is punctual.
- Respects privacy and maintains the confidentiality of privileged information.
- Strives to develop rapport and serve as a positive role model for others.
- Sustains an effective and positive work/learning environment. Completes all assigned duties.
- Takes the initiative to perform routine tasks independently.

## **3. Maintains open/effective communications. Serves as an information resource.**

- Communicates district objectives/program performance expectations to stakeholders.
- Coordinates staff meetings, conferences and other required school activities.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences.
- Routinely interacts with all maintenance staff to ensure complete intercommunication.
- Uses active listening and problem-solving techniques to resolve questions/concerns tactfully.
- Uses diplomacy/self-control when dealing with other individuals. Respects diversity

## **4. Pursues opportunities to enhance professional performance.**

- Keeps current with advances in technology associated with work assignments.
- Maintains applicable credentials. Complies with all state licensure requirements.
- Works toward mastery of individualized development/performance goals as directed.

## **5. Takes precautions to ensure safety. Initiates action to manage/eliminate risks.**

- Helps update/implement the district's emergency preparedness/crisis response plan.
- Intervenes to prevent/stop bullying and inappropriate student behavior.
- Reports suspected child abuse/neglect to civil authorities as required by law.
- Responds to emergencies. Serves as a liaison to emergency services (e.g., police, fire, etc.).
- Upholds the student conduct code. Maintains high expectations for acceptable student behavior.
- Watches for situations that may indicate a problem.

## **6. Performs other specific job-related duties as directed.**

- Assists with unexpected/urgent situations as needed.
- Implements workplace initiatives that advance district goals.

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**Working  
Conditions:**

Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, climbing, crouching, kneeling, reaching, or standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts and odors. Exposure to wet and/or slippery surfaces.
- Exposure to blood-borne pathogens and communicable diseases.
- Interacting with aggressive, disruptive and/or unruly individuals.
- Lifting, carrying and moving work-related supplies/equipment over 30 pounds.
- Operating and/or riding in a vehicle. Working in/near active vehicular traffic.
- Performing strenuous or repetitive physical tasks for extended periods of time.
- Traveling to meetings and work assignments.
- Working at various heights, in confined spaces and/or under variable lighting conditions.

**Performance  
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Ridgemont Local School District.

The Ridgemont Local School District is an equal opportunity employer. This job description identifies primary responsibilities and is not intended to be a complete list of all duties performed.

This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, program/curriculum changes and unforeseen events.