

Leon County Public Schools Classification Specification

Salary Grade 27

Summary Information:

Classification Title: Technical Maintenance Supervisor **Date Prepared:** 02/2008, 04/2003
FLSA Status: Non - Exempt

Typical Decisions and Recommendations Provided to Others:

This position requires decision-making, which addresses major problems and policies which impact numerous organizational units, schools and/or the entire District. The position provides significant leeway to set objectives and determine methodology or techniques to accomplish results.

Activity Identification

Activity Name

417	Building Operations Planning	Develop preventive operations plans. Schedule maintenance and cleaning crews, overtime, and building rentals. Prioritize and schedule emergency calls. Perform preventative maintenance on equipment and building components within area of expertise district wide.
418	Building Operations - Electrical	Maintain electrical system(s) for one or more facilities. Perform preventative maintenance on equipment and building components within area of expertise district wide.
420	Building Operations - Plumbing	Maintain pipes and/or fixtures for the distribution and use of water for one or more facilities. Perform preventative maintenance on equipment and building components within area of expertise district wide.
421	Building Operations - Carpentry	Shape and/or assemble structural woodwork within one or more facilities. Perform preventative maintenance on equipment and building components within area of expertise district wide.
424	Building Operations - Security and Fire Alarms	Maintain security alarms and fire alarms within one or more facilities. Perform preventative maintenance on equipment and building components within area of expertise district wide.
422	Building Operations - HVAC	Maintain air conditioning and heating units within one or more facilities. Perform preventative maintenance on equipment and building components within area of expertise district wide.
427	Building Operations - Records	Record work and cost effectiveness on maintenance and repairs performed. Perform preventative maintenance on equipment and building components within area of expertise district wide.
001	Direct Supervision	Control, review, verify, observe, and manage the work of people reporting directly to you.
006	Long-Range Planning	Develop long-range (3 to 5 years) goals, objectives, and priorities for a school, department, program, or the district.

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Activity Name (cont.)

003	Performance Appraisal	Monitor and evaluate the performance of your employees. Conduct career counseling.
415	Minor Building Maintenance	Check boilers and other equipment. Fix lights, electrical devices, glass, etc. Minor construction. Assist central maintenance with large repairs.
023	Department Records	Maintain and control records. Includes logs, cost records, personnel records, rosters, and general records.
478	Requisitions	Prepare requisitions and submit to purchasing for processing.
032	Time Records	Maintain time records.
602	Interview	Interview, evaluate and select or recommend candidates for employment in the district and/or departments.
613	Self-Development	Attend workshops, seminars and/or conferences to sharpen job-related skills. Maintain on-going knowledge of new developments in field of expertise, policies, procedures, laws and ordinances, etc.
999	Assigned Duties	Perform other duties as assigned.

General Classification Specification Factors:

Education/Experience:	A.A. Degree with three years of related experience; or Vocational training (720 hours) with four years related experience; or High School diploma or equivalent with five years related experience.
Supervisory Responsibility:	Yes
Type of Supervision:	Supervision typically takes substantial time with respect to assigning, reviewing, and checking work. This position is responsible for addressing business and personnel difficulties under standard procedures.
Effective Date:	02/2008, 07/2003