

**WINNER SCHOOL DISTRICT 59-2  
OFFICIAL SCHOOL BOARD POLICY**



**Title: Maintenance Supervisor**

**QUALIFICATIONS:**

- a. High School diploma or equivalent experience.
- b. Expertise in the field of maintenance.

**REPORTS TO:**

Superintendent of Schools

**SUPERVISES:**

Maintenance Personnel

**JOB GOAL:**

To maintain the physical school plants in a condition of operational excellence so that full education utilization is always possible.

**PERFORMANCE RESPONSIBILITIES:**

1. Examine school buildings on a regular basis for needed repairs and maintenance. Organize a program of preventative maintenance in school building (town and rural).
2. Establish and recommend priorities in repair projects throughout the school year.
3. Establish and recommend priorities in repair projects during the summer months.
4. Estimate costs of major repair projects in terms of labor, material, and overhead.
5. Develop a system for dealing with emergency repair problems.
6. Prepare reports on costs of work completed, materials utilized, and labor expended.
7. Order materials as needed (within budgetary constraints).
8. Maintain the appropriate maintenance/custodial records.
9. Assume responsibility for the comprehensive overall planning and scheduling of maintenance and repair priorities of the Winner School District.
10. Establish appropriate maintenance, grounds keeping, and security requirements for the entire school district.
11. Insure the proper maintenance standards exist system wide.
12. Receive, store, and issue all maintenance supplies and equipment. Works with the custodians to insure that their supplies are issued on a timely basis.
13. Responsible for each school building's safety program in terms of fire alarms, etc.