

Crab Orchard CUSD #3  
Job Description

Title: Head Maintenance Supervisor

Qualifications:

- Understand, fix and maintain HVAC equipment
- Plumbing, electrical and carpentry skills
- Working knowledge of automotive repair and bus maintenance
- Ability to supervise custodial staff
- Reliable
- Maintain a positive working relationship with staff, students and parents in a school environment

Reports to: Superintendent

Job Goal: Perform the duties of the head maintenance supervisor

Performance Responsibilities:

- Responsible for the central direction, planning and supervision of all custodial staff.
- To work with superintendent and principal in planning building and ground modifications, improvements, etc.
- To work with the superintendent in drawing up bids and specifications in all related areas requiring outside contractual services.
- To assist in administering the budget for and supervise the purchasing of all supplies, materials, equipment, etc., needed in the custodial service area.
- To conduct studies, surveys, and furnish other information as requested by the Board of Education or superintendent.
- To insure that all rules, regulations, and policies governing safety and use of facilities are enforced.
- To establish uniformity throughout the district in custodial services.
- To ensure proper cleaning, and use of chemicals and equipment.
- To be responsible for constant inspection, maintenance, and safeguarding of buildings, grounds, equipment, and mechanical apparatus.
- To work with transportation staff to insure that all school bus routes allow children to arrive and depart school in a timely fashion.
- To work to make sure that there are enough drivers and substitute drivers for the transportation program.
- To be responsible for the maintenance of all school buses and other school vehicles.
- To review staff quality of work and services for both day and night custodial staff. Custodial supervisor shall vary hours to review night staff during evening hours.
- To perform such other duties and assume such other responsibilities as may be assigned by the Superintendent.