



## **CANFIELD LOCAL SCHOOLS**

### **Administrative Job Description**

### **Maintenance Supervisor**

#### **QUALIFICATIONS:**

1. High school diploma or equivalent combination of education, training, and experience.
2. Minimum of five (5) years supervisory experience and ten (10) years of experience in building or facilities maintenance preferred.
3. In-depth knowledge of:
  - Construction standards
  - NFPA (National Fire Protection Association) codes
  - NEC (National Electrical Code)
  - HVAC systems and codes
  - Ohio Plumbing Code
  - Ohio Building and Fire Codes (OBBC)
  - General maintenance practices and principles
4. Possession of at least one current license in electrical, plumbing, HVAC, refrigeration, or general construction is preferred.
5. Thorough understanding of OSHA standards, including:
  - Lockout/Tagout procedures
  - Confined space regulations
  - Personal Protective Equipment (PPE) requirements
  - Asbestos handling

- Hazardous chemicals and materials compliance
- 6. Proficiency in using diagnostic and test equipment for chillers, boilers, control systems, refrigeration, air quality systems, and electrical systems.
- 7. Skilled in the safe use and application of all common hand and power tools.
- 8. Strong written and verbal communication skills.
- 9. Excellent interpersonal and leadership skills.
- 10. Ability to interpret and work from blueprints and engineering drawings.
- 11. Competency in basic mathematics.
- 12. Strong problem-solving and critical-thinking skills.
- 13. Working knowledge of indoor air quality (IAQ) standards and procedures.
- 14. Willingness and ability to work flexible hours, including evenings, weekends, or emergencies as needed.
- 15. Physically capable of:
  - Lifting up to 70 pounds frequently
  - Climbing ladders and working at heights
  - Performing tasks both indoors and outdoors
  - Distinguishing color-coded systems such as wiring
- 16. Must be in good physical condition to meet job demands.
- 17. Other qualifications or alternatives as deemed appropriate by the Board of Education.

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**Performance Responsibilities:**

1. Oversee day-to-day operations of the maintenance department, building, and grounds.
2. Coordinate and ensure timely completion of monthly preventive maintenance tasks.

3. Follow established district procedures for procurement, including quotes, requisitions, and purchase orders.
4. Supervise and evaluate maintenance staff, including custodians and the assistant maintenance technician (in collaboration with building principals).
5. Serve in an on-call capacity for emergencies and after-hours needs.
6. Provide guidance and training to less-experienced maintenance personnel and facility staff.
7. Enforce Board of Education policies, administrative procedures, and workplace safety practices.
8. Participate as a member of the snow removal team during inclement weather.
9. Implement and ensure compliance with all district safety protocols.
10. Organize and oversee departmental training programs.
11. Ensure compliance with all federal, state, and local regulations related to the handling, storage, and disposal of waste and hazardous materials (OSHA).
12. Ensure all equipment and machinery are maintained and operated in accordance with applicable laws and safety standards.
13. Perform additional duties as assigned by the Superintendent or their designee.

**CONDUCT:**

Each staff member shall remain free of any alcohol or nonprescribed controlled substance and abuse of any prescribed controlled substance in the workplace throughout his/her employment in the District.

Each staff member shall serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. Each staff member has a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

The qualifications listed above are intended to represent the education, experience, skill and ability levels typically needed to successfully perform the essential duties contained in this job description. The qualifications should not be viewed as individual absolute standards, but considered holistically with other position-related criteria.

TERMS OF EMPLOYMENT:      260 work days  
   20 paid vacation days  
   240 contract days per year beginning August 1

Salary:                      As established by the Board of Education

The Canfield Local School District is an Equal Opportunity Employer and as such does not discriminate on the basis of race, color, sex, age, religion, national origin, ancestry, disability, veteran status, marital status, or any other status protected by law.