

REGIONAL SCHOOL DISTRICT NO. 4

CHESTER • DEEP RIVER • ESSEX

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Job Description:

Job Posting: Maintenance Supervisor
Essex Elementary School

Reports to: Building Principal and District Facilities Director.

Position Summary:

Must possess the ability to manage and supervise custodial staff, creating schedules and prioritizing tasks. Must possess a valid driver's license. Assess the work performance of custodians and identify areas that need improvement. Ensure that all performance standards are met. Will also possess strong mechanical skills and perform a variety of semi-skilled and skilled maintenance, alteration, and/or equipment repair work involved in the maintenance and repair of buildings and related equipment to include, but not limited to, carpentry, painting, plumbing, electrical, concrete, air conditioning/HVAC, and mechanical repairs. Must possess strong communication skills for regular correspondence with the building principal, building staff and district leadership verbally and in written form. Position is regularly evaluated primarily by the Building Principal, with the Facilities Director as a secondary evaluator.

Supervision:

- Inspecting the work of custodial personnel and directing corrective measures to be taken when necessary
- Supervision of custodial/maintenance staff in maintaining the cleanliness and sanitation of classrooms, restrooms, offices, furnishings, equipment, mechanical spaces, as well as school entrances and exterior walkways
- Supervision of repair and maintenance of school facilities by outside vendors and other staff
- Monitoring the work of external contractors for services including but not limited to HVAC, plumbing, life safety systems, and electrical
- Training new employees in proper procedures for daily operational custodial tasks, the use of electrically-powered machines, cleaning compounds
- Conduct regular inspections of all facilities to inform planning of projects and improved safety of facilities
- Helping manage daily operational duties as needed (e.g. snow removal, special events, etc.)
- Managing inventory of custodial supplies and facilities equipment and re-ordering supplies as needed
- Plan and execute campus improvement and seasonal maintenance during school breaks

Responsibilities:

- Performs carpentry work in alteration, repair, and maintenance of buildings, tunnels, partitions, forms, floors, roofs, windows, screens, doors, fixtures, and furniture. Installs drop-in ceiling tiles and frames, as needed
- Performs custodial duties as needed, specifically during times that custodial service employees are off duty or unavailable. The Maintenance Supervisor will act as the primary custodian each day until 1:00 PM when second shift arrives.
- Performs snow removal on sidewalks and areas around the building, including during off hours, such as nights, weekends, and holidays, as applicable.

- Distributes keys and manages the keying and lock system throughout the building
- Has knowledge and experience regarding electrical systems, including electrical wiring, switches, outlets, fixtures, panel boxes, and motors
- Has knowledge and experience regarding plumbing systems, fixtures and equipment, including pipes, washers, gaskets, faucets, floats, and valves
- Has knowledge and experience regarding HVAC systems, including boilers, pumps, air conditioning, and monitoring digital control systems, including during nights, weekends and holidays
- Responds to routine and emergency service calls on a 24-hour on call basis
- Performs and/or schedules work during non school hours, including nights and weekends, and adjusts schedule accordingly
- Maintains all mechanical equipment on a regular basis that require scheduled servicing
- Solicits and manages outside vendors for various repairs and services
- Develops preventative maintenance plans and performs preventative maintenance on all equipment
- Conducts periodic inspections to ensure that the building and grounds, including all mechanical systems, are up to code and in compliance, and make recommendations for repairs/improvements as necessary
- Possesses knowledge of and performs snow removal operations
- Supports district-wide programs held at Essex Elementary School
- Assists in development and manages the facilities budget for the school
- Works in conjunction with the Facilities Director to maintain State compliance with regulations and inspections, including, but not limited to, Radon Inspections, Safety Data Sheets, Green Cleaning, Well Testing, Fire Alarm and Sprinkler Inspections, and Integrated Pest Management
- Maintains administrative files and records relevant to building operations, including but not limited to maintenance records, equipment inventory, operation manuals, general supply and parts inventory, and drawings and blueprints
- Works in conjunction with the Facilities Director in implementing a Capital Improvement Plan
- Works in conjunction with the Facilities Director to write and obtain bid packets and/or request for proposals, manage large projects, and acts as the site supervisor for day to day operations regarding such projects
- Attends Board of Education and Committee meetings upon request.
- Performs other duties as assigned.

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