

## **Fairfield Public Schools**

**Title:** Maintenance Project Supervisor

**Job Purpose Statement:** This position is responsible for planning, organizing, coordinating, supervising, and evaluating the maintenance projects and programs for all school system buildings, facilities and sites. Monitors work done by private contractors, maintenance and custodial staff, and vendors. Plans, coordinates and supervises Board of Education maintenance and renovation projects per the BOE operating budget and the BOE Non-Recurring budget. This position also is responsible for maintenance repair projects that come from building based Tools for Schools, Hazardous Materials, and Green Cleaning issues that elevate to a specific project level and ultimately becoming a maintenance repair project. Does related work as required.

**Responsible To:** Executive Director of Operations.

**Supervision Exercised:** Exercises direct supervision over the contractors, subcontractors, vendors, and internal maintenance and custodial staff working on maintenance projects.

**Supervision Received:** Receives general supervision from the Executive Director of Operations. Performs tasks independently within general work assignment.

**Essential Job Functions:** Coordinates the planning, organizing, coordinating, scheduling, and supervision for all operational activities and assignments for various maintenance projects.

Performs technical liaison work with architects, engineers, professional consultants in planning additions, alterations, renovations to buildings and site improvements and development of projects.

Reviews and approves professional consultant contracts and manages operating budget accounts for these services. Does all associated paperwork and purchase orders per the Town of Fairfield, Purchasing Department guideline's.

Works with professionals and consultants to prepare plans, specifications, and cost estimates for projected work according to the Town of Fairfield, Purchasing Department guidelines and regulations.

Reviews drawings/plans, schedules, specifications, for all projects and supervises improvements, alterations and repairs to existing facilities.

Recommends, plans, schedules, and supervises construction and renovation projects from beginning to completion with good communication to building administrators.

Answers questions and provides information related to maintenance projects including resolving problems.

Responsible to work closely with Maintenance Supervisor on Tools for Schools, Hazardous Materials, Green Cleaning specific programs that turn into small maintenance projects. Coordinates, schedules, organizes, and manages these projects.

Interacts professionally with the public, contractors, vendors, professional consultants, and school/town staff; maintains effective working relationships and works in cooperation with the management team to effectively meet the departmental objects.

Closely monitors and inspects contractors work, vendors work, and in-house maintenance staff work, and approves applications for payment throughout the project schedule and at completion of all work. Monitors in-house staff overtime if needed for projects.

Maintains project records, warranties, budget accounting paperwork and all other associated materials for each project to support departmental activities and budgets.

Maintains and prepares periodic projections, long term planning of maintenance projects and needs for the school buildings, maintenance projects priority list, and statistical reports on maintenance special projects.

Prepares, conducts and supervises training programs for all maintenance and custodial staff related to new maintenance projects systems and equipment, and periodically inspects work performed to evaluate quality and quantity of services rendered.

Responds to emergencies as requested; coordinates activities with other responders.

Does related work as required.

**Incidental Job Functions:** The Executive Director of Operations and/or the Central Office Administration may assign specific duties and responsibilities from time to time as the need arises.

Interact with school principals on a regular basis regarding all maintenance projects, scheduling of work, completion of projects, and turnover of spaces and or areas.

**Is a member of the Maintenance Department supervisory team.**

**Knowledge, Skills and Abilities:** Thorough knowledge of the practices of maintenance projects and with school based building programs. Knowledge of budgeting, department accounts, planning, and experience in maintenance projects. Experience in reading and interpreting drawings/plans and specifications. Experience with professional consultant contracts. Experience with school building systems, maintenance, construction, and site work. Knowledge of all skilled trades. Experience in working in a school system, or similar facility. Good written and verbal communication skills. Personal skills which assist in meeting and working effectively with public officials and members of the general public. Computer skills, proficient in Microsoft Office.

**Minimum Qualifications Required:** Graduation from an accredited college or university with a Bachelor's Degree in Engineering or Architecture and/or related field preferred.

Minimum of five (5) years of progressively responsible experience in either plant operation, facilities and/or maintenance, building construction, a combination of either, or in a directly related field, three (3) years of which shall have been in a supervisory capacity.

**Physical Exertion/Environmental Conditions:** Regular intermittent exposure to computer screens as well as some light to medium lifting. Some degree of stress in interacting with staff members, the public, contractors, vendors, and dealing with confidential information.

**Bulletin:** The job of Maintenance Project Supervisor requires a responsible person to oversee a large maintenance and facilities program for the Fairfield Public School system.

**Terms of Employment:** 12 Month Position  
Salary commensurate with experience-\$

**Filing Date:** **May 3, 2019**