



## CHARTER SCHOOL BUILDING MAINTENANCE SUPERVISOR

Class Code:  
CS2018MntSpv

Bargaining Unit: NON-BARGAINING  
EMPLOYEE

CITY OF CAPE CORAL  
Established Date: April 14, 2009  
Revision Date: May 1, 2020

### **SALARY RANGE**

\$23.03 - \$32.00

\$48,006.40 - \$66,560.00 Annually

### **GENERAL STATEMENT OF JOB:**

Under the general supervision of the Superintendent or designee, oversees or performs the maintenance, repair and skilled trades work throughout all school buildings, facilities and grounds. Performs in multiple disciplines and has supervisor duties for Charter School facilities and property. Monitors, maintains, improves and protects the integrity of all school properties, structures and facilities to provide efficient, safe, clean and attractive school buildings and grounds. Must be available to work extended hours, weekends and be on call for emergencies twenty-four (24) hours per day as needed.

**Individual(s) assigned to this classification must report to work per their assigned schedule.**

### **SPECIFIC DUTIES AND RESPONSIBILITIES:**

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

- Oversees or performs semi0skilled to skilled trades work in structural, carpentry, plumbing, roofing, mechanical, construction, and/or electrical for Charter School facilities and property.
- Oversees project scheduling and time management to staff to ensure goals and priorities are met.
- Monitors and updates computerized work order system to coordinate staffing and materials.
- Establishes program/project goals, objectives and strategies for evaluating operational effectiveness.
- Coordinates with Charter School or City personnel, contractors and review committees on construction projects for applicable documentation and permit processing.
- Responds to public and employee concerns to make corrections where necessary.

- Oversees monitoring of school facilities and grounds for safety issues, damage, debris, cleanliness, and follows up to assure daily tasks, request and repairs are completed.
- Performs skilled installation and repair/modification, layout, troubleshooting, or diagnostics of water, sewer, electrical, HVAC, fire alarm, and related facility equipment or distribution systems.
- Oversees routine maintenance tasks for all school buildings and grounds, e.g., changing air conditioning filters, minor roof or gutter repairs, painting and pressure cleaning,
- Operates various manual and electrical tools in the performance of tasks; and drives Charter School Authority vehicles in the transport of materials to and from work sites.
- Evaluates Charter School needs and estimates personnel and materials necessary to complete tasks; maintains records of time and material used. Ensures materials, equipment and capital improvements are identified, maintained and replaced as needed. Monitor actual versus budget dollars.
- Meets with and obtains quotes from various suppliers concerning materials in equipment estimates or maintenance contracts to ensure economic efficiency in building operations.
- Reviews and becomes familiar with construction drawings for the school facilities.
- Under the direction of the Superintendent, collaborating with related Charter School staff, designs and implements preventive maintenance programs to ensure compliance with sanitary, safety and health codes.
- Makes recommendations on summer work schedules, vacation schedules, purchasing of supplies and hiring outside personnel for specific tasks.
- Complies with occupational safety protocol, Safety Data Sheets and personal protective equipment guidelines.
- Performs report and record maintenance duties, i.e., inventory, activity logs, preventative maintenance records, safety checks,
- Attends training as assigned.
- May be required to operate a motor vehicle in performance of assigned tasks.
- Perform related work as required.

#### **MINIMUM QUALIFICATIONS:**

- High school diploma/GED.
- Six (6) years of trades work experience and/or vocational study that provides extensive knowledge and experience in building operations and various disciplines of construction.

#### **Licenses or Certifications:**

- Must possess a valid state driver's license and obtain a valid Florida driver's license within thirty (30) days of hire or promotion.

#### **Preferred Qualifications:**

- State certification in assigned trade(s).

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

##### **Knowledge of:**

- Effective supervisory principles and techniques.

- Practices, processes, materials and tools used in building operations and construction trades.
- The occupational hazards, safety precautions and personal protective equipment observed in building operations and construction trades.
- General housekeeping practices.
- Basic report and record maintenance principles and practices.
- Business English, the application of such to a variety of formats and styles and editing principles and techniques.

**Skill in:**

- The efficient and safe operation of building and trade-specific tools and equipment.
- Troubleshooting and repair within facilities and grounds.
- Written, verbal, electronic and visual communications for effective expression and clarity.
- Use of modern office equipment and various computer programs and applications, to include Microsoft Outlook.
- Organization, attention to detail, prioritization, and time management.

**Ability to:**

- Relate to people beyond giving and receiving instructions, to include applying consistent courtesy and tact in considerable public contact and/or confrontational situations.
- Establish and maintain effective working relationships with supervisors, other employees and the public.
- Adapt to performing under frequent deadlines and/or in response to emergencies.
- Convey a sense of authority and influence.
- Read and interpret various technical materials, blueprints and sketches, ranging from moderate to complex terminology associated with job functions.
- Operate manual and power hand tools, and other heavy equipment and machinery.
- Inspect equipment, supplies, and materials for quality and to estimate time and materials for assigned projects.
- Compare and/or judge the readily observable, functional, or composite characteristics of equipment, materials and work sites.
- Comprehend general construction terminology in a broad array of disciplines.
- Apply common sense understanding to performing semi-repetitive tasks and principles of influence and rational systems.
- Add, subtract, multiply and divide and calculate decimals, percentages and other basic construction-related formulas.
- Utilize a variety of modern office equipment, i.e., computers, calculators and facsimile machines.
- Organize and review work for efficient results and accuracy.
- Communicate efficiently and effectively in Standard English.
- Inspect items for proper length, width and shape, and visually read various types of information.

**Work/Environmental Conditions**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable*

*accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Tasks are performed inside and outside, subject to weather conditions and uneven terrain and risk of exposure to toxic agents/chemicals, pathogens and smoke.

**REPORTS TO:** Superintendent or designee

**EXERTION TYPE:**

- Medium work. Position requires exerting up to 50 pounds of force occasionally and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Tasks may involve prolonged periods of visual concentration and require moderate levels of eye/hand/foot coordination.

**OTHER PHYSICAL REQUIREMENTS:**

**The following selected physical activities are required to perform the essential functions of this position.**

Physical Requirement	Description	Percent of Time
<b>Balancing</b>	Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces. This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.	10%
<b>Climbing</b>	Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.	10%
<b>Crawling</b>	Moving about on hands and knees or hands and feet.	10%
<b>Crouching</b>	Bending the body downward and forward by bending leg and spine.	10%
<b>Feeling</b>	Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.	80%
<b>Finger Dexterity</b>	Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.	80%
<b>Grasping</b>	Applying pressure to an object with the fingers and palm.	30%
<b>Hearing</b>	Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.	100%
<b>Kneeling</b>	Bending legs at knee to come to a rest on knee or knees.	10%
<b>Lifting</b>	Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.	10%

<b>Pulling</b>	Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.	10%
<b>Pushing</b>	Using upper extremities to press against something with steady force in order to thrust forward, downward, or outward.	10%
<b>Reaching</b>	Extending hand(s) and arm(s) in any direction.	30%
<b>Repetitive Motion</b>	Substantial movements (motions) of the wrists, hands, and/or fingers.	80%
<b>Seeing</b>	The ability to perceive the nature of objects by the eye.	100%
<b>Sitting</b>	Particularly for sustained periods of time.	70%
<b>Standing</b>	Particularly for sustained periods of time.	20%
<b>Stooping</b>	Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.	10%
<b>Talking</b>	Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.	70%
<b>Walking</b>	Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.	20%
<b>Every job duty in a job description need not always be specifically described, and any omission does not preclude the required performance of all duties that are job related.</b>		



# Charter School Building Maintenance Supervisor

Class Code:  
CS2018MntSpv

Bargaining Unit: NON-BARGAINING  
EMPLOYEE

CITY OF CAPE CORAL  
Established Date: Jul 26, 2018  
Revision Date: Jul 26, 2018

## SALARY RANGE

\$23.08 - \$32.00 Hourly  
\$48,006.40 - \$66,560.00 Annually

### GENERAL STATEMENT OF JOB:

Under the general supervision of the Superintendent or designee, oversees or performs the maintenance, repair and skilled trades work throughout all school buildings, facilities and grounds. Performs in multiple disciplines and has supervisory duties for Charter School facilities and property. Monitors, maintains, improves and protects the integrity of all school properties, structures and facilities to provide efficient, safe, clean and attractive school buildings and grounds.

Must be available to work extended hours, weekends and be on call for emergencies 24 hours per day as needed.

### SPECIFIC DUTIES AND RESPONSIBILITIES:

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

- Oversees or performs semi-skilled to skilled trades work in structural, carpentry, plumbing, roofing, mechanical, construction, and/or electrical for Charter School facilities and property.
- Oversees project scheduling and time management of staff to ensure goals and priorities are met.
- Monitors and updates computerized work order system to coordinate staffing and materials.
- Establishes program/project goals, objectives and strategies for evaluating operational effectiveness.
- Coordinates with Charter School or City personnel, contractors and review committees on construction projects for applicable documentation and permit processing.

- Responds to public and employee concerns to make corrections where necessary.
- Oversees monitoring of school facilities and grounds for safety issues, damage, debris, cleanliness, and follows up to assure daily tasks, requests and repairs are completed.
- Performs skilled installation and repair/modification, layout, troubleshooting, or diagnostics of water, sewer, electrical, HVAC, fire alarm, and related facility equipment or distribution systems.
- Oversees routine maintenance tasks for all school buildings and grounds, e.g., changing air conditioning filters, minor roof or gutter repairs, painting and pressure cleaning.
- Operates various manual and electrical tools in the performance of tasks; and drives Charter School Authority vehicles in the transport of materials to and from work sites.
- Evaluates Charter School needs and estimates personnel and materials necessary to complete tasks; maintains records of time and materials used. Ensures materials, equipment and capital improvements are identified, maintained and replaced as needed. Monitor actual versus budget dollars.
- Meets with and obtains quotes from various suppliers concerning materials and equipment estimates or maintenance contracts to ensure economic efficiency in building operations.
- Reviews and becomes familiar with construction drawings for the school facilities.
- Under the direction of the Superintendent, collaborating with related Charter School staff, designs and implements preventive maintenance programs to ensure compliance with sanitary, safety and health codes.
- Makes recommendations on summer work schedules, vacation schedules, purchasing of supplies, and hiring outside personnel for specific tasks.
- Complies with occupational safety protocol, Safety Data Sheets, and personal protective equipment guidelines.
- Performs report and record maintenance duties, i.e., inventory, activity logs, preventative maintenance records, safety checks.
- Attends training as assigned.
- May be required to operate a motor vehicle in performance of assigned tasks.
- Performs other related duties as required.

## **MINIMUM QUALIFICATIONS:**

### **Education and Experience**

- High school diploma/GED.
- Six (6) years of trades work experience and/or vocational study that provides extensive knowledge and experience in building operations and various disciplines of construction.

### **Licenses or Certifications**

- Must possess a valid state driver's license and obtain a valid Florida driver's license within thirty (30) days of hire or promotion.

### **OTHER JOB REQUIREMENTS**

- None.

### **PREFERRED QUALIFICATIONS**

- State certification in assigned trade(s).

## **ADDITIONAL MINIMUM QUALIFICATIONS REQUIRED: KNOWLEDGE, SKILLS, AND ABILITIES:**

### **Knowledge of:**

- Effective supervisory principles and techniques.
- Practices, processes, materials and tools used in building operations and construction trades.
- The occupational hazards, safety precautions and personal protective equipment observed in building operations and construction trades.
- General housekeeping practices.
- Basic report and record maintenance principles and practices.
- Business English, the application of such to a variety of formats and styles, and editing principles and techniques.

### **Skill in:**

- The efficient and safe operation of building and trade-specific tools and equipment.
- Troubleshooting and repair within facilities and grounds.
- Written, verbal, electronic, and visual communications for effective expression and clarity.
- Use of modern office equipment and various computer programs and applications, to include Microsoft Outlook.
- Organization, attention to detail, prioritization, and time management.

### **Ability to:**

- Relate to people beyond giving and receiving instructions, to include applying consistent courtesy and tact in considerable public contact and/or confrontational situations.
- Establish and maintain effective working relationships with supervisors, other employees and the public.
- Adapt to performing under frequent deadlines and/or in response to emergencies.
- Convey a sense of authority and influence.
- Read and interpret various technical materials, blueprints and sketches, ranging from moderate to complex terminology, associated with job functions.
- Operate manual and power hand tools, and other heavy equipment and machinery.
- Inspect equipment, supplies, and materials for quality, and to estimate time and materials for assigned projects.
- Compare and/or judge the readily observable, functional, or composite characteristics of equipment, materials and work sites.
- Comprehend general construction terminology in a broad array of disciplines.
- Apply common sense understanding to performing semi-repetitive tasks and principles of influence and rational systems.
- Add, subtract, multiply and divide and calculate decimals, percentages and other basic construction-related formulas.
- Utilize a variety of modern office equipment, i.e., computers, calculators and facsimile machines.
- Organize and review work for efficient results and accuracy.
- Communicate efficiently and effectively in Standard English.
- Inspect items for proper length, width and shape, and visually read various types of information.



## **MINIMUM STANDARDS REQUIRED:**

### **WORK ENVIRONMENT/ CONDITIONS**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Tasks are performed inside and outside, subject to weather conditions and uneven terrain, and risk of exposure to toxic agents/chemicals, pathogens, and smoke.

### **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The position involves *medium physical demands*, such as exerting up to 50 lbs. of force occasionally, and/or up to 20 lbs. of force frequently, and/or up to 10 lbs. of force constantly to move objects. Tasks require some walking, standing, bending, climbing, stooping, unassisted lifting, carrying, pushing and/or pulling of moderately heavy objects up to 50 pounds. Tasks may require prolonged periods of visual concentration and require moderate levels of eye/hand/foot coordination.

### **MINIMUM STANDARDS**

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of equipment, facilities, and programs.

**Intelligence:** Requires the ability to utilize planning principles and methods. Requires the ability to draw valid conclusions in task analyzing, processing and prioritization. Requires the ability to apply principles of rational systems, influence, and synthesis functions.

**Color Discrimination:** Requires the ability to differentiate between colors or shades of color.

**Physical Communications:** Requires the ability to talk and/or hear: (talking: expressing or exchanging information by means of spoken words; hearing: perceiving nature of sounds by ear).



# The School District of Lee County

## Job Description

**JOB TITLE:** Manager, Maintenance Services

<b>FLSA STATUS:</b>	Non-exempt	<b>PAY GRADE:</b>	Market Rate
<b>SALARY SCHEDULE:</b>	Supervisory/Technical/Confidential	<b>JOB CODE:</b>	503560
<b>BARGAINING UNIT:</b>	Non-bargaining	<b>DAYS PER YEAR:</b>	255
<b>WORKER'S COMP CATEGORY:</b>	9101 - All Other		

**MAJOR FUNCTION:**

Manage the daily office activities of the Maintenance operation in a safe, efficient, and cost-effective manner that supports the goals of the District.

**MINIMUM QUALIFICATIONS:**

- High School diploma or equivalent; Associate's degree preferred.
- Three (3) years of office management experience.

Such alternatives to the above qualifications as the Board may find acceptable.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of applicable policy, administrative regulations, laws, rules, and procedures.
- Organizational, leadership, and managerial skills.
- Oral and written communication skills.
- Ability to work with and lead diverse groups of people.
- Knowledge of and experience with industry-standard computer applications.

**REPORTS TO:** Director, Maintenance Services or Designated Administrator

**ESSENTIAL JOB FUNCTIONS:**

- Work with the Maintenance Director and administration in carrying out the day-to-day operations to ensure maximum efficiency and effectiveness.
- Supervise the Maintenance secretarial, clerical, and support staff including Dispatch, Accounts Payable, and Operations.
- Oversee the workload of the Maintenance secretarial and clerical staff to ensure accuracy, completeness, and quality of all processes.
- Coordinate reporting of absences and scheduling of vacations for the secretarial and clerical staff.
- Review correspondence, e-mails, etc., and handle routine and other assigned correspondence to completion.
- Streamline office procedures, process documents, and paper flow.
- Review all Board Action agenda items for completeness and correctness.
- Assist in the interviewing and hiring recommendations for secretarial/clerical and support staff.
- Assist administrators in the evaluation of secretarial/clerical and support staff.



# The School District of Lee County

## Job Description

- Perform a variety of projects/assignments requested by other divisions within the District as approved by the Director.
- Assist in the coordination of employee activities.
- Conduct training for new technology, processes, and procedures.

### OTHER JOB FUNCTIONS:

- Attend staff meetings and participate in conferences and other trainings to enhance job performance.
- Seek out professional development opportunities and maintain professional licensure and certifications.
- Promote the District's interest in increasing student achievement by working with the educational interests of students in mind at all times.
- Maintain positive communication with colleagues, community members, parents, and students to promote an increase in community engagement in education.
- Support the retention of Highly Effective and Effective employees by exhibiting professionalism and making positive contributions to workplace morale.
- Promote a culture of high performance and continuous improvement by valuing learning and making a commitment to quality.

### EXERTION TYPE:

- Light work. Position requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

### OTHER PHYSICAL REQUIREMENTS:

The following selected physical activities are required to perform the essential functions of this position.

The physical requirements of this position. (Please check all boxes that apply)		
Physical Requirement	Description	Percent of Time
<input checked="" type="checkbox"/> <b>Balancing</b>	Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces. This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.	10%
<input checked="" type="checkbox"/> <b>Climbing</b>	Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.	10%
<input checked="" type="checkbox"/> <b>Crawling</b>	Moving about on hands and knees or hands and feet.	10%
<input checked="" type="checkbox"/> <b>Crouching</b>	Bending the body downward and forward by bending leg and spine.	10%
<input checked="" type="checkbox"/> <b>Feeling</b>	Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.	80%



## The School District of Lee County Job Description

<input checked="" type="checkbox"/> <b>Finger Dexterity</b>	Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.	80%
<input checked="" type="checkbox"/> <b>Grasping</b>	Applying pressure to an object with the fingers and palm.	30%
<input checked="" type="checkbox"/> <b>Hearing</b>	Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.	100%
<input checked="" type="checkbox"/> <b>Kneeling</b>	Bending legs at knee to come to a rest on knee or knees.	10%
<input checked="" type="checkbox"/> <b>Lifting</b>	Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.	10%
<input checked="" type="checkbox"/> <b>Pulling</b>	Using upper extremities to exert force in order to draw, haul, or tug objects in a sustained motion.	10%
<input checked="" type="checkbox"/> <b>Pushing</b>	Using upper extremities to press against something with steady force in order to thrust forward, downward, or outward.	10%
<input checked="" type="checkbox"/> <b>Reaching</b>	Extending hand(s) and arm(s) in any direction.	30%
<input checked="" type="checkbox"/> <b>Repetitive Motion</b>	Substantial movements (motions) of the wrists, hands, and/or fingers.	80%
<input checked="" type="checkbox"/> <b>Seeing</b>	The ability to perceive the nature of objects by the eye.	100%
<input checked="" type="checkbox"/> <b>Sitting</b>	Particularly for sustained periods of time.	70%
<input checked="" type="checkbox"/> <b>Standing</b>	Particularly for sustained periods of time.	20%
<input checked="" type="checkbox"/> <b>Stooping</b>	Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.	10%
<input checked="" type="checkbox"/> <b>Talking</b>	Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.	70%
<input checked="" type="checkbox"/> <b>Walking</b>	Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.	20%

### TERMS OF EMPLOYMENT:

Twelve month year. Salary as established by the Board.

**JDE NUMBER:** M-1.30

**BOARD ADOPTION:** 9-15-05

**REVISIONS:** 5-2-17, 11-7-18, 12-11-18, 6-25-19

**REVIEWED:** COMPENSATION & LABOR RELATIONS WILL COMPLETE



# **The School District of Lee County**

## **Job Description**

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**Every job duty in a job description need not always be specifically described, and any omission does not preclude the required performance of all duties that are job related.**