



FLOYD COUNTY BOARD OF EDUCATION
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District 3
Linda C. Gearheart, Member - District 1
Dr. Chandra Varia, Member- District 2
Rhonda Meade, Member - District 4

Date: June 9, 2020

Consent Agenda Item (Action Item): Proposal to approve the creation of a Maintenance Supervisor Position and accompanying job description.

Applicable State or Regulations: BOE Policy 01.11 Powers and Duties of the Local Board of Education.

Budget/Financial Issues: The General Fund will pay the salary which is based upon the Floyd County salary table.

Background and Rationale: This position is necessary to support the day to day operations of the maintenance department.

Recommended Action: To approve as presented: create a maintenance supervisor and approve accompanying job description.

Contact Person(s): Angela Duncan

N/A
Principal

Angela Duncan
Director

Danny Adkins
Superintendent



FLOYD COUNTY SCHOOLS

Classified Job Description

TITLE:	Maintenance Supervisor
QUALIFICATIONS:	High School diploma or G.E.D. Success and increasingly responsible maintenance experience preferred.
REPORTS TO:	Superintendent Designee
SUPERVISES:	All maintenance staff
JOB GOAL:	Plans, organizes, coordinates and implements general maintenance activities both routine and emergency.
TERMS OF EMPLOYMENT:	Salary and terms of employment according to approved salary schedules.
EVALUATION:	Performance will be evaluated in accordance with provisions of the district evaluation plan.
PERFORMANCE RESPONSIBILITIES:	<ul style="list-style-type: none">• Supervise and lead all maintenance process and operations.• Determines need for routine and emergency electrical, plumbing, masonry and carpentry services; prepares work schedules and arranges for materials, tools and equipment.• Monitors maintenance and service procedures to assure compliance with established standards, policies and requirements.• Investigates delays in completion of assigned work; assures satisfactory completion.• Assigns work schedules of maintenance personnel, supervises and inspects the operation of the maintenance department, and provides supportive, technical assistance to the operation.• Verifies reports of possible unsafe conditions in schools, or on school property, by making the necessary corrections and reporting the conditions to the superintendent/designee.• Trains, supervises and evaluates assigned personnel.• Establishes and monitors a procedure for receiving, unpacking, checking and recording incoming equipment, tools, materials, parts and supplies used by the department, to assure the quantity and quality is satisfactory.• Reviews procedures for facility/maintenance work orders including assignment to skilled trades, materials utilized quality of repair and timeliness and makes recommendations to the

Superintendent.

- Reviews usage practices associated with facilities/management vehicle fleet to include compliance with local policies and efficiency and makes recommendations to the Superintendent.
- Performs other related duties as assigned.