



Kenton County School District | It's about ALL kids.

**THE KENTON COUNTY BOARD OF
EDUCATION**

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Dr. Henry Webb, Superintendent of Schools

KCSD ISSUE PAPER

DATE:

05/24/2019

AGENDA ITEM (ACTION ITEM):

Consider/Approve Create the position of "Assistant Maintenance Supervisor" and the corresponding job description

APPLICABLE BOARD POLICY:

01.11 General Powers and Duties of the Board"; 03.233 "Duties": Job Description

HISTORY/BACKGROUND:

The position of Buildings, Grounds and Maintenance Supervisor is a 24x7 position covering all District operations. As the District has grown and KDE has placed additional requirements on all school districts, it is necessary to consider adding the position of Assistant Maintenance Supervisor to the Operations department. This position will assist in areas of building maintenance, including plumbing, electrical, HVAC and general carpentry, as well as supervision of all outsourced maintenance services, maintain the district keying management system, playground inspections accident investigations and repairs, annual bleacher and gym equipment inspections, maintain a proactive preventative maintenance program for all facility systems and assist with the periodic development of written bidding specifications for all outsourced services.

FISCAL/BUDGETARY IMPACT:

Estimated \$80,195 (salary and benefits) based on G23 salary scale and assuming 10 years of experience

RECOMMENDATION:

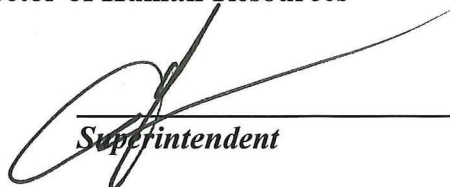
It is recommended the position of "Assistant Maintenance Supervisor" and the corresponding job description be approved.

CONTACT PERSON:

Rob Haney, Chief Operations Officer; Matt Rigg, Executive Director of Human Resources


Principal


District Administrator


Superintendent

Use this form to submit your request to the Superintendent for items to be added to the Board Meeting Agenda.
Principal –complete, print, sign and send to your Director. Director –if approved, sign and put in the Superintendent's mailbox.

Kenton County Board of Education

Board Members: Carl Wicklund, Chairperson Karen L. Collins, Vice Chairperson Carla Egan Shannon Herold Jessica Jehn
"The Kenton County Board of Education provides Equal Education & Employment Opportunities."

Kenton County School District
Job Description: Assistant Maintenance Supervisor
Job Class Number: **TBD - NEW**

TITLE: Assistant Maintenance Supervisor

QUALIFICATIONS:

1. Knowledge of the basic principles of construction, maintenance, custodial services and security
2. Certification and/or extensive training in the areas of HVAC, Electrical Functions, Asbestos Management, Energy Audits, Refrigeration, Boiler Management and Plumbing Systems
3. Ability to effectively lead, supervise, and communicate with employees under his/her jurisdiction
4. Minimum four (4) years supervisory experience

REPORTS TO: Buildings, Grounds, and Maintenance Supervisor or designee

SUPERVISES: All maintenance personnel

JOB GOAL: Provide all students with a physical learning environment that is safe, clean and attractive where all building operating systems are smoothly functioning

PERFORMANCE RESPONSIBILITIES:

1. Assists in the recruitment, employment, assignment, transfer, promotion, demotion, or dismissal of maintenance personnel
2. Schedules work routines for maintenance personnel
3. Recommends purchase of equipment and supplies
4. Supervision of all outsourced maintenance services
5. Organize, implement, and maintain a program of preventative maintenance
6. Supervises operations of heating and cooling plants
7. Maintain district keying management system
8. Assists in the direction and inspections of the maintenance of all buildings as to operational efficiency and safety
9. Assumes responsibility for the safe conditions of lighting fixtures, electrical apparatus, fixtures, wiring, air conditioning, refrigeration, heating units, roofing, similar electric elements, and plumbing in the facilities owned or operated by the district
10. Works collaboratively with the Buildings, Grounds, and Maintenance Supervisor to supervise and inspect improvements and renovations performed by outside contractors and verifies completion of contracts before authorizing final payments
11. Reviews on a regular basis all security precautions and procedures
12. Maintains all playground inspections, accident investigations, and repairs
13. Coordinates annual bleacher, gym equipment, and athletic facility inspections and oversees any identified/required repairs
14. Assist with periodic development of written bidding specifications for all outsourced services
15. Assists with all efforts established to conserve energy
16. Is well versed and capable of operating the districts building automation system
17. Is available to assist with all building level emergencies that may occur after normal working hours
18. Performs such other tasks and assumes such other responsibilities as assigned
19. Maintains regular attendance

Assistant Maintenance Supervisor

Kenton County School District
Job Description: Assistant Maintenance Supervisor
Job Class Number: TBD - NEW

TERMS OF EMPLOYMENT:

- Days per fiscal year: 230 days
- Salary Schedule: G23 on Classified Position Index
- Fair Labor Standards Act (FLSA) Status: Exempt

EVALUATION:

Performance of the position will be evaluated annually by the Buildings, Grounds and Maintenance Supervisor or designee

APPROVED: TBD

DRAFT