

PINELLAS COUNTY SCHOOL BOARD  
FLORIDA

PCSB: 6794  
Pay Grade: C04

FLSA: Exempt

**MANAGER, MAINTENANCE**

**MAJOR FUNCTION:**

Performs managerial activities in assigned technical areas covering preventive, predictive and corrective maintenance, repair, remodeling and general maintenance services of buildings and associated equipment. Coordinates required materials, equipment and services related to the maintenance, remodeling and repair of designated maintenance activities. Maintains quality and quantity standards for assigned employees.

**DUTIES AND RESPONSIBILITIES:**

- Manages, trains and evaluates assigned personnel in the performance of assigned work activities in areas such as methods, techniques, quality, quantity, safety and scheduled completion dates of work activities.
- Recommends and initiates personnel actions within established procedures as outlined in the union contract or Board policy.
- Oversees work schedules related to assigned service repairs and maintenance projects.
- Performs inspections, recommends repairs and improvements, estimates time, labor and materials, maintains records and prepares reports.
- Confers with appropriate employees, outside contractors and vendors regarding equipment installation, plant modification and related matters.
- Develops and recommends specifications, materials, designs and standards for various products and services.
- Reads and interprets blueprints, plans or sketches associated with assigned activities to understand and transmit oral and written technical instructions.
- Reviews work order reports for quality and timely completion.
- Creates budget justifications, estimates and reports for equipment, materials and labor.
- Prepares written budget request and reports.
- Facilitates after-hour emergency repairs as reported to campus police for all board owned property.
- Serves as Maintenance Department liaison with assigned facilities.
- Performs other related duties as required.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a GED, plus four (4) years of progressively responsible experience in a skilled trades field, plus four (4) years in a supervisory capacity performing most of the duties stated in the "Duties and Responsibilities" section, or an equivalent combination of education, training, and experience.

ISSUED: 12/79; REVISED: 6/84 RW; BOARD APPROVED: 6/13/84; REVISED: 4/00 PBL; BOARD APPROVED: 6/13/00; REVISED D&R: 9/07 AK.

The above statements are intended to describe the general nature of work being performed by employees assigned to this classification, and they are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

**MANAGER, MAINTENANCE**

<b><u>WORKING CONDITIONS &amp; PHYSICAL EFFORT:</u></b>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds		X			
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds	X				
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds		X			
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time				X	
12. Stooping and bending		X			
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects		X			
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Manager, Maintenance – PTS