

Dr. Toriano Holloway
Superintendent

Dr. Cedric Magee
Deputy Superintendent

Eric Green
Associate Superintendent
TITLE: Maintenance Supervisor
REPORTS TO: Administrative Assistant to the Superintendent



VWSD Board of Trustees
District 1 - Bryan Pratt
District 2 - Alonzo Stevens
District 3 - James Stirgus, Jr.
District 4 - Kimble Slaton
District 5 - Joe Loviza

JOB GOAL

To assist and ensure the smooth and efficient operations of School Services in order to have a positive impact on the education of the children.

SUPERVISORY RESPONSIBILITY: Maintenance, Building and Grounds Staff

QUALIFICATION

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Regulating HVAC systems manually or through the use of computerized electronic controls
- Examines school buildings on a regular basis for needed repairs and maintenance
- Establishes and recommends priorities on repair projects
- Estimates cost of repair projects in terms of labor, material, and overhead
- Assigns and supervises crews of craftspeople for maintenance work such as replacing worn or defective wiring, switches, faucets, plumbing fixtures, and the like, and repairing, fencing, asphalt, concrete, ceilings, and the like.
- Lays out and inspects work, and assists crew members
- Develops a system for dealing with emergency repair problems with efficiency
- Prepares reports on costs of work done, materials used, and labor expended
- Orders materials as needed and makes recommendations of supplies and equipment for purchase
- Assigns work orders and checks drawings and plans
- Consults with building principals regarding the establishment of regular preventive maintenance programs
- Maintains personnel and other such records as required
- Recruits, screens, recommends for hiring, and trains all craftspeople necessary to the maintenance program
- Advises on the hiring of contractors to perform certain maintenance or repair services
- Demonstrates an understanding of the district's mission statement and provides support in teaching and inspiring all students to continually pursue knowledge, achieve their aspirations and make positive contributions in a changing world

Full job description and duties can be found at www.vwsd.org

Qualified applicants should apply online at www.vwsd.org

VWSD Personnel Department
(601) 631-3706
personnel@vwsd.org

1500 Mission 66, Vicksburg, MS 39180
(601) 630-5600 **www.vwsd.org**