

# Maintenance Supervisor

## Position Details

Class Code: 7645

Job Family: Skilled Trades/Technicians

Classification: Support Professional

Terms of Employment: [Pay Grade 58 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under general supervision, coordinates, schedules, supervises, and inspects the work of maintenance crews working on facility repairs.

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## Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Surveys and inspects sites/projects to determine materials, labor needs, and cost estimates.
2. Prepares diagrams and sketches of work to be done.
3. Plans, schedules, supervises, and inspects the work of skilled workers (i.e., electricians, plumbers, carpenters, heating, ventilation, air conditioning, and refrigeration (HVACR) technicians, roofers, painters, welders, etc.), Skilled Trades Assistants (STAs), and/or contracted service employees.
4. Inspects work in progress and gives final approval upon completion or disapproval and direction for corrective action.
5. Approves or disapproves payments for contracted services.
6. Coordinates work schedules with school activities, other Clark County School District trades, and outside agencies.
7. Researches equipment and/or materials and assists in developing specifications.
8. Records and maintains a daily log of project activities.

9. Confers with architects, facility planners, and/or other District staff regarding construction projects and facility repairs.
  10. Communicates with vendors/contractors regarding the order and purchase of equipment/materials.
  11. Monitors shop inventory and initiates requests for equipment, supplies, and materials.
  12. Plans new or modifies existing installations to minimize waste, provide future maintenance access, and avoid hazards.
  13. Assists the Crane Operator with rigging and placement of equipment.
  14. Responsible for the safe handling and disposal of hazardous materials.
  15. May provide first aid and/or Cardiopulmonary Resuscitation/Automated External Defibrillator (CPR/AED), when necessary.
  16. Provides input for evaluation of assigned staff.
  17. Conforms to safety standards, as prescribed.
  18. Performs other tasks related to the position, as assigned.
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## **Distinguishing Characteristics**

Involves planning, supervising, scheduling, and inspecting the work of journeymen, skilled trades/crafts, STAs, and contracted services' employees for Facilities Management.

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## **Knowledge, Skills, and Abilities (Position Expectations)**

1. Knowledge of building trades (i.e., electrical, HVACR, carpentry, roofing, painting, glazing, grounds, etc.) practices and procedures.
2. Knowledge of building materials and site-work.
3. Knowledge of safe rigging practices and procedures.
4. Ability to recognize, understand, interpret, and apply all local, state, federal, and national codes and regulations including but not limited to: Uniform Building Code (UBC), Uniform Mechanical Code (UMC), Universal Product Code (UPC), National Fire Protection Association (NFPA), National Electrical Code (NEC), Americans with Disabilities Act (ADA), etc.
5. Ability to coordinate and schedule multiple trades and/or craft project activities.
6. Ability to develop and apply operating, safety, and work procedures.
7. Ability to read, interpret, and communicate written/verbal instructions.
8. Ability to troubleshoot systems.

9. Ability to distinguish color-coded wires.
  10. Ability to research and provide cost estimate information.
  11. Ability to read and interpret blueprints, schematics, and construction documents.
  12. Ability to plan and organize work.
  13. Ability to supervise and evaluate employees.
  14. Ability to meet predetermined deadlines.
  15. Ability to work flexible hours or shifts.
  16. Ability to work in confined areas.
  17. Ability to withstand heights and perform work safely.
  18. Ability to work cooperatively with employees, contractors/vendors, other agencies, and the public.
  19. Ability to recognize and report hazards and apply safe work methods.
  20. Possess physical and mental stamina commensurate with the responsibilities of the position.
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## **Position Requirements**

### **Education, Training, and Experience**

1. High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.).
2. Completion of apprenticeship in a skilled building trade/craft (i.e., electrician, plumber, HVACR technician, carpenter, roofer, painter, electronics technician, etc.); plus, an additional four (4) years' experience in the same trade/craft; or, Eight (8) years' journeyman level experience in a skilled building trade/craft.

### **Licenses and Certifications**

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Copy of driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles (DMV) at time of application or Qualified Selection Pool (QSP) placement and at time of interview prior to final selection.
3. Apprenticeship and/or journeyman certificate/card, if qualifying as a plumber or electrician.
4. Certification as a Universal Refrigerant Handler in accordance with Environmental Protection Agency (EPA) Federal Regulation 40 Code of Federal Regulations (CFR) part 82, subpart F, if qualifying as a HVACR technician. Certification must be maintained for the duration of the assignment.

5. Current First Aid and CPR/AED certificates from the American Heart Association, American Red Cross, or other similar organization (if you are qualifying as an electrician). Certifications must be maintained for the duration of the assignment. Certification training must be in-person and include a hands-on component. Online courses will not be accepted. A copy of the front and back of the First Aid and CPR/AED certificates must be uploaded into the application.
6. Hold or be able to obtain forklift qualification card. If qualification card is not in possession at time of application or QSP request, it must be obtained within five (5) months of hire into position. Qualification card must be maintained for the duration of the assignment.

NOTE: THE TRAINING, EXPERIENCE, LICENSES, AND CERTIFICATES REQUIRED ARE CONTINGENT UPON THE CURRENT POSITION VACANCY, ADVERTISEMENT OR ASSIGNMENT.

### **Preferred Qualifications**

1. One (1) year of supervisory experience.
2. Multi-trade/craft experience.
3. Fiber Optic Certification.

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## **Document(s) Required at Time of Application**

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.).
2. Apprenticeship and/or journeyman certificate/card, if applicable.
3. Copy of a valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
4. Current copy of driving history (copy must be dated within six (6) months from the date printed) issued by the DMV.
5. Certification as a Universal Refrigerant Handler in accordance with EPA Federal Regulation 40 CFR part 82, subpart F, if applicable.
6. Current First Aid certificate as indicated above. A copy of the front and back of the First Aid certificate must be uploaded into the application.
7. Current CPR/AED certificate as indicated above. A copy of the front and back of the CPR/AED certificate must be uploaded into the application.
8. Forklift qualification card, if applicable.
9. Specific documented evidence of training and experience to satisfy qualifications.

NOTE: EMPLOYMENT REQUIREMENT - MUST PROVIDE OWN RELIABLE VEHICLE TO PERFORM AND FULFILL JOB DUTIES.

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## Examples of Assigned Work Areas

Clark County School District facilities – administrative offices and schools (classrooms, computer labs, locker rooms, cafeteria, etc.), building rooftops, chase-ways, etc.

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## Work Environment

### Strength

Sedentary/medium - exert force of 50-100 lbs., occasionally; 25-50 lbs., frequently; or 10-20 lbs., constantly.

### Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

### Environmental Conditions

Varies from a climate-controlled office setting to work outdoors with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods, and constant electrical shock hazards.

### Hazards

Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

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## Examples of Equipment/Supplies Used to Perform Tasks

District-issued/personal vehicles, radios, forklifts and man-lifts, pallet jacks, hydraulic crimp tools, electric drill motors and saber saws, vices and pipe vices, pipe threaders

and benders, hydraulic knock-out punches, wire pulling machines, safety equipment, lockouts and tags, carpenter's hand and power tools, marking gauges, chisels, planes, airless and conventional sprayers, sand and water blasters, generators, compressors, ladders, analog and digital temperature analyzers, eye and hearing protection equipment, electronic refrigerant leak detectors, pressure/vacuum pumps, refrigerant reclamation equipment, megohm meters, tungsten inert gas (TIG) and metal inert gas (MIG) welders, oxyfuel gas welders, metal grinder/polisher, etc.

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## **AA/EOE Statement**

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

## **Job Revision Information**

- Revised: 05/16/23
- Created: 03/14/02