

**Carroll County Public Schools**  
**125 North Court Street**  
**Westminster, Maryland 21157**

**POSITION:** Supervisor of Facilities Maintenance and Operations

**REPORTS TO:** Director of Facilities Management

**FUNCTION:** Responsible for Supervising the overall Administration, Organization, Management, and Operation of the Department of Facilities Maintenance and Operations consisting of all maintenance services including routine and emergency repairs, equipment and building modifications and installations, and preventative maintenance functions, contract development and administration, all operations services including custodial services, Integrated Pest Management, Indoor Air Quality, Maintenance and Operations supplies for all CCPS cost centers, compliance with all state and federal regulations and requirements such as AHERA, Water Testing, Lead Paint Abatement, etc., and staff development training for Facilities Maintenance and Operations personnel. Develops and maintains a comprehensive maintenance program for all Carroll County Board of Education owned or operated facilities.

**DUTIES AND RESPONSIBILITIES:** An individual must possess the ability to perform these essential job functions with or without reasonable accommodation. The following are typical of the duties performed:

1. Working in collaboration with the Construction and Planning Departments, plans and implements long and short range objectives to achieve departmental and system goals.
2. Evaluates all Maintenance and Operations programs and functions for efficiency, effectiveness, and economic operation, and implements changes to make improvements as appropriate.
3. Supervises and provides guidance and direction to the Deputy Supervisor of Facilities Maintenance and Operations along with the Assistant Supervisors of both Maintenance and Operations in order to accomplish all departmental objectives, functions, and requirements for maintenance and operations.
4. Supervise, manage, and provide guidance and direction to the Deputy Supervisor of Facilities Maintenance and Operations along with the Assistant Supervisors of Facilities Maintenance and Operations to effectively manage staff hiring, evaluations, disciplinary actions, terminations, assignments, and transfers.
5. Supervise, manage, and provide guidance and direction to the Deputy Supervisor of Facilities Maintenance and Operations along with the Assistant Supervisors of Facilities Maintenance and Operations in order to accomplish all day to day requirements of Facilities Maintenance and Operations Department including, but not limited to, estimating costs of repair projects, assigning of work tasks to classified employees, completion of emergency and non-emergency repairs and installations, establishing work and job priorities, completion of all warehouse and distribution requirements including delivery of food, mail, repair parts, custodial and maintenance supplies, and other all departmental duties as required.
6. Plan, establish, and implement in-service training programs to improve employee competency and skill.
7. Maintain required records to assist in the accurate preparation and monitoring of the Facilities Maintenance and Operations budgets.

8. Investigate and evaluate new materials, techniques, products, and procedures to improve efficiency and cost effectiveness.
9. Develop, maintain, and/or modify Facilities Maintenance and Operations Procedures as needed to support and ensure effective, safe, and consistent departmental job functions.
10. When designated by the Superintendent, participate as a member of the AFSCME negotiating team.
11. Available as needed on an on-call basis to respond to and/or assist with resolving emergency situations.
12. Ensure all materials and inventory procedures and controls are followed to maintain inventory quantity, accountability, and accuracy for all Facilities Maintenance and Operations materials warehouses.
13. Perform other duties as assigned and required.

### **QUALIFICATIONS:**

1. Bachelor's degree from an accredited university or college in an industrial management business administration, engineering, or related field is required. A strong technical background in maintenance, construction, mechanical, or electrical discipline is required. Or, any combination of education and experience that provides the knowledge, skills, and abilities necessary to perform the duties of this position, may be considered.
2. Six years of progressive supervisory responsibility for facilities maintenance and/or operations functions in a large private or government organization is required.
3. Experience and working knowledge of automated building control systems is required.
4. Experience and working knowledge of Johnson Control Incorporated (JCI) Metasys building control system is preferred.
5. Experience in labor relations and labor management in a bargaining unit environment.
6. Computer Literacy.
7. Knowledge of safety requirements and building environmental requirements.
8. Ability to develop effective working relationships with staff, administrators, and peers.
9. Knowledge of materials and inventory control procedures and practices is preferred.
10. Effective in both oral and written communication.

This job description is not exhaustive and may be changed or supplemented without notice.