

**Anoka-Hennepin Independent School District #11**  
**Job Description**

**Title:** Buildings & Grounds Maintenance Supervisor  
**Department:** Buildings & Grounds  
**Reports to:** Director of Buildings & Grounds  
**Prepared Date:** August 18, 2004

**SUMMARY OF RESPONSIBILITIES**

Develops and directs a program of maintenance and repair for all mechanical, electrical, life safety, and energy management systems; food service equipment; and district vehicles; directs the activities of the District's Electronics and Carpenter Shops.

**DUTIES AND RESPONSIBILITIES**

- Develops, implements and monitors a preventative maintenance program, and assigns schedules to building supervisors.
- Monitors inventory of equipment, supplies used in repair and maintenance activities.
- Assumes major responsibility in the recruiting, screening and assignment of maintenance personnel.
- Develops and implements staff development programs appropriate to the needs of maintenance personnel and building supervisors.
- Determines needs for the maintenance of district facilities and equipment and communicates those needs to the Director.
- Manages the activities of the Electronics and Carpenter Shop, through the Lead Workers in each shop.
- Maintains records and submits reports relating to the maintenance of facilities, equipment and property.
- Assists in the development of the annual and long range maintenance and repair budgets and levy application.
- Ensures compliance with federal, state, and local laws, as well as district policies with regard to employment, training, equipment, etc.
- Assists in the preparation of bid specifications, analyzes bids and recommends the acceptance of quotes and bids for supplies, equipment and building renovations.
- Performs such other tasks and assumes such other responsibilities as the Buildings & Grounds Director may assign.

**SUPERVISORY RESPONSIBILITIES**

Directly supervises three Lead Maintenance Specialists for the Maintenance, Wood and Electronics and Low Voltage Shops, and up to 15 Maintenance Specialists.

**EDUCATION and/or EXPERIENCE**

Requires Bachelor's degree in related area; or one to two years related experience and/or training; or equivalent combination of education and experience.

Five years of experience managing or performing maintenance operations for a large facility preferred.