

TULSA PUBLIC SCHOOLS

Equal Opportunity Employer

Job Description

Job Title: Maintenance Project Supervisor

Reports to: Director of Maintenance and Plant Operations
Department: Maintenance and Plant Operations
Number of Days: 12 Months
Compensation: BL-4
Overtime Status: Exempt
Date Job Revised: April 28, 2010

Position Summary: Coordinate and be the District's liaison with contractors, staff, site principals, and management. Provide assistance and supervise project installer's work on large and small projects. Have a general knowledge of all skilled crafts at maintenance, aptitude to communicate well with others and capable of creating good working relations with all personnel. Must have experience in organizing work, setting priorities and meeting deadlines for assigned projects.

Qualifications/Job Requirements:

- **Education:** High School Diploma or equivalent.

Specialized Knowledge, Licenses, etc:

- Must have and maintain a current Oklahoma driver's license with no restrictions that would preclude driving on the job.

Experience:

- Must have a minimum of 5 years experience working with construction contractors and city inspectors.
- Must have experience managing multiple maintenance crafts and personnel at multiple locations.

Specific Training/Skills:

- Must be proficient in the use of a computer, databases, Excel, Word, etc.

Other:

- Must be able to work a flexible schedule including evenings.

Customer Contacts:

- Internal: Principals, Administrators, Teachers, Students & Employees
- External: Parents, Corporate Entities, Neighbors & Vendors

Duties and Responsibilities:

- Manage Shop Personnel, Training, Staffing, Timekeeping, etc.
- Staff & Site Safety Compliance.
- Screen, Coordinate and Prioritize Work Orders & Requisition Requests.
- Quality Control Inspections.
- Study Cost, Analyze Jobs/Projects, Confer & Interpret Specifications & Coordinate Efforts with Outside and Internal Crafts.