



## **Maplewood Richmond Heights School District**

Karen I. Hall – Superintendent  
Roxanna Mechem – Assistant Superintendent  
7539 Manchester Road  
Maplewood, MO 63143  
(314)644-4400 Fax: (314)781-3160

**Job Title:** Maintenance Supervisor

**Supervisor:** Director of Buildings and Grounds

**Primary Responsibilities:** Responsible for the district's maintenance; responsible for supervising maintenance staff; responsible for district's door key security program, key/lock replacement in coordination with Director of Buildings and Grounds

**Qualifications:** Working knowledge of maintenance and custodial operations; background in HVAC, plumbing, electrical, general maintenance; good communication skills to read, talk and comprehend instructions/directions; work with power equipment; must be able to kneel; must be able to maintain good public relations with all staff and public; must have or obtain C.D.L. and school bus permit; physical ability to exert 50-100 lbs. of force; must work in temperature extremes; work in tight areas including pipe chases and tunnels; work in high places, using ladders and scaffolding; work in potentially dangerous situations, including gas equipment and electrical equipment; tolerate exposure to dust and dirt.

**Education/Training/Experience:** High School diploma or G.E.D., related job experience, preferred trade school education

**Terms of Employment:** Twelve-month employee, compensation and benefits as provided by the Board of Education.

### **Essential Functions**

- Evaluate and prioritize work orders and materials needed to complete assignments
- Prepare timesheets
- Evaluate performance of maintenance staff and participates in selection for employment
- Plans work schedule to provide adequate building coverage for special events

- Monitor needs and recommendations to the Director of Buildings and Grounds for needed painting, repairs, relocation of equipment, improvements to buildings, internal and exterior
- Arrange subcontractors to perform maintenance work out of the scope of employee maintenance capability
- Electrical and plumbing repairs and installations
- Carpentry, window, and flooring repairs and installations
- Boiler operation, maintenance, safety checks, annual clean-outs, water treatment
- HVAC/refrigeration repairs
- Perform preventative maintenance to all building systems
- Availability for emergency services.
- Assists and coordinates with building principals and Director of Buildings and Grounds for necessary furniture/equipment moves, deliveries and pick ups,
- Coordinates repair and installation of keys and locks, coring and combining with Director of Buildings & Grounds
- Repair or schedules repairs for district grounds equipment
- Maintain grounds, including grass cutting, seeding, fertilizing, herbicide application, tree trimming, snow removal, asphalt repair and lot striping.

Any qualified person who would like to be considered as a candidate for this position should apply online at:

<https://mrhsd.tedk12.com/hire/index.aspx>

**“Equal Opportunity Employer”**

Maplewood Richmond Heights School District considers applicants for all positions without regard to race, color, sex, age, national origin, ancestry, pregnancy, veterans’ status, handicap or disability (with or without reasonable accommodation if requested) which does not interfere with the performance of essential job functions, or any other legally protected status. If you have a disability or handicap which may require accommodation for you to participate in our application process (including filling out forms, interviewing, or any other pre-employment procedure or requirement), please make us aware of any accommodation necessary before attempting to complete such procedure or requirement.

**MRH School District reserves the right to close any job posting when a suitable applicant has been found before the deadline date.**

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