



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Maintenance Assistant Manager - Emergency Response
Payroll/Personnel Type:	12 Month
Job #:	6638
Reports to:	Maintenance Manager
Shift Length:	8 Hour Day
Union Eligibility:	Not Eligible

Position Summary:

The Maintenance Assistant Manager - Emergency Response Manager will be responsible for after-hours maintenance functions in a multi-site school district creating a safe, functional and welcoming environment. This position is responsible investigating and managing maintenance during the evening hours.

Essential Functions:

- Overall responsibility for managing any work orders and emergencies that are performed after regular work hours
- Support staff in resolving complex issues and determining long term solutions that positively impact the overall school environment
- Oversee contractors as needed for preventative maintenance, repairs and other contracted work as needed
- Meet with principals and other location managers to discuss and resolve building and/or staff issues and needs
- Meet operating and financial goals and school needs
- Performs all other duties as assigned

Knowledge, Skills, and Abilities:

- Excellent communication skills with the ability to manage multiple constituents
- Ability to manage in a diverse environment with focus on client and customer service
- Experience directing skilled, semi-skilled and non-skilled trade personnel
- Ability to oversee capital projects, maintenance plans is strongly desired
- Strong financial analysis, interpretation skills and basic computer skills are necessary
- P&L accountability experience is highly preferred
- Expertise in asset management and extensive safety facility programs
- Able to respond effectively to changing demands and has strong organization and time management skills
- Proficient with MS Office applications

Experience:

- Minimum three years of maintenance supervisory experience including technical knowledge of HVAC, maintenance equipment, plumbing, carpentry, electrical, etc. (required)
- Multi-site or K-12 maintenance management experience (preferred)

Education:

- Bachelor's Degree in Engineering
- Facilities Management, Business or related degree (preferred)
- Consideration will be given for experience in lieu of degree



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Physical Requirements:

- Standing, walking, sitting, climbing, stooping or crouching, kneeling, reaching, pushing, grasping, talking and hearing
- Clarity of vision at 20 feet or more and 20 inches or less, bring objects into sharp focus and see up and down or to the right or left while fixed on a point
- Medium work – exert up to 25 pounds of force continuously and/or over 60 pounds of force frequently to lift, carry, push, pull or otherwise move objects
- Must possess a valid driver’s license
- Must be physically able to operate a motor vehicle

Working Conditions and Environment:

- Maintenance work is performed both indoors and outdoors year round
- Must be able to withstand extreme temperatures as well as potentially hazardous environments
- Must be physically able to wear dust mask/respirator and face protection

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

_____	_____	_____	_____
Employee	Date	Immediate Supervisor	Date

Human Resources	Date		

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.