

2025-26 - Maintenance Supervisor - Como Service Center

Job ID

1021942

Location

065 - Como Service Center

Full/Part Time

Full Time

Regular/Temporary

Regular

General Information

Position Summary

Provide leadership and supervision for district trades and maintenance staff; perform responsible administrative work planning and coordinating the involvement of staff in construction, repair and maintenance projects; implementing policies and procedures; and evaluating the quality of performance against District standards for building maintenance.

Reporting Relationship

Work under the general supervision of the Facilities Assistant Director.

Minimum Qualifications

Associate degree in construction or facilities management, business or public administration, a specific construction trade, or a related field; five years of experience working in the construction or building maintenance industry or a related field and two years of experience as a supervisor. (Equivalent combinations of education and/or experience will be considered).

Must possess a valid Minnesota Class D driver's license or equivalent out-of-state license with no revocations or suspensions during the three year period prior to appointment to a Maintenance Supervisor position (suspensions for parking related offenses excluded). Please note that a candidate's driving record will be reviewed prior to an offer of employment and a safe driving record will be required to maintain employment per department policy and the Minnesota's Class D Driver's License Manual.

Preferred Qualifications

- Bachelor's degree in construction or facilities management, engineering, business or public administration or a related field and two years of experience in the management of building maintenance.
- Experience in a public school or other public entity.

Knowledge, Skills and Abilities

- Thorough knowledge of the equipment and procedures used in the operation, maintenance and repair of high and low pressure heating plants, air conditioning and ventilating systems, electronic controls and related mechanical equipment.
- Considerable knowledge of building construction, maintenance, repair and renovation related to institutional type structures.
- Considerable knowledge of the union trades sector (e.g. electrical, pipefitting, plumbing, or related areas).
- Considerable knowledge of the use of computers and mobile technology.
- Considerable knowledge of occupational hazards and safety precautions of the work.
- Working knowledge of the laws, rules and regulations relating to building maintenance activities.
- Working knowledge of the supervision of classified personnel represented by collective bargaining groups and Civil Service Rules.
- Working knowledge of horticulture and grounds maintenance practices and procedures.
- Working knowledge of fertilizers, pesticides and the propagation and maintenance of turf grasses.
- Some knowledge of equipment and vehicle fleet programs.
- Some knowledge of inventory principles and systems.
- Excellent oral and written communication skills.
- Good analytical skills, along with the ability to make decisions and set priorities.
- Considerable supervisory and conflict management skills.
- Considerable ability to plan, organize and supervise the work of subordinates working in a variety of mechanical and skilled trades areas.
- Considerable ability to establish and maintain effective working relationships.
- Considerable ability to estimate, plan and coordinate building maintenance work.
- Considerable ability to coordinate multiple activities simultaneously.
- Considerable ability to evaluate information and prepare recommendations.
- Ability to develop short and long range plans and prepare budget estimates.
- Ability to read and interpret blue prints.
- Ability to maintain records and prepare reports on work activities.

Duties and Responsibilities

The essential functions include, but are not limited to, the following fundamental duties:

- Plan and assign the maintenance activities of building trades lead workers for low voltage Automation Electricians, Bricklayers, Electricians, Glaziers, Machinist, Painters, Pipefitters, Plumbers, Sheet Metal Workers, Laborers and/or Grounds Workers.
- Perform a full range of supervisory functions including making hiring and retention decisions, training and coaching staff and assisting with recruiting.

- Plan & manage performance by establishing standards, monitoring results and providing annual evaluations & feedback to take appropriate corrective action to achieve goals.
- Develop and implement standard operations procedures for maintenance staff.
- Conduct regular meetings with staff to discuss safety issues, corrective actions to prevent accidents, and coordination of work orders. Ensure the safety of district facilities building occupants.
- Manage the day-to-day prioritization, assignment, planning, development, scheduling and coordination of deferred and preventative maintenance activities.
- Assist in the development and implementation of district wide initiatives like the Building Automation System Project.
- Consult with trades, custodial and other district staff, contractors, consultants and inspectors as necessary regarding projects, building maintenance and installation issues; prepare detailed cost estimates and work schedules as needed.
- Develop competitive bids; solicit bids to complete various work projects; evaluate bids and make recommendations through the Purchasing Department.
- Review plans, drawings, specifications and cost estimates for maintenance and capital improvement projects for coordination of work.
- Coordinate the work of contractors and vendors providing services for the in the maintenance and repair of Saint Paul Public Schools' owned & leased facilities.
- Work with the Facilities Assistant Director to evaluate and make recommendations for annual budget requirements by assisting with the preparation of annual cost estimates for maintenance operations and special projects; monitor budgets; develop related reports.
- Conduct regularly scheduled building inspections to determine compliance with work orders, safety regulations and other related factors; analyze and develop plans of action for items noted during inspection.
- Coordinate preventive maintenance testing of various building components (e.g., emergency generators, elevators).
- Assist with the vehicle fleet and equipment program for the maintenance crews.
- Manage the day-to-day grounds maintenance and landscaping program.
- Manage the materials, parts and equipment inventory for maintenance and grounds operations.
- Supervise the maintenance of records for maintenance operations.
- Keep abreast of innovative technology and developments within the maintenance industry and encourage staff to be innovative and financially responsible in maintenance and repair solutions.
- Contribute to the District's Strong Schools, Strong Communities efforts by partnering with other staff to contribute to student achievement and the alignment and sustainability of resources.
- Perform other related duties as assigned.

Pay, Benefits and Work Schedule

This is a full-time 12-month position working 40 hours a week.

Pay range for this position is: \$73,898 - \$98,215

Maximum hiring step = step nine (9)

The full salary schedule is listed in the SPSO contract. Salary information for this job posting can be found at this [link](https://www.spps.org/about/departments/human-resources/labor-agreements) (<https://www.spps.org/about/departments/human-resources/labor-agreements>) and by selecting the "SPSO" Labor agreement.

Benefit information for this position can be found at this [link](https://www.spps.org/about/departments/human-resources/benefits/benefit-summaries-by-bargaining-unit) (<https://www.spps.org/about/departments/human-resources/benefits/benefit-summaries-by-bargaining-unit>) and by selecting the "[SPSO - Full Time](#)" link.

How to Apply

To be considered further, please apply for this position at www.spps.org/careers, search Job ID 1021942 and attach a resume and cover letter to your online application.

The Human Resource Department will review your application materials and contact you regarding the next steps.

To attach additional documents to your online application, click on the "Additional Attachments" link from the applicant homepage and upload your documents as attachments. Valid file extensions for attaching a document include .doc, .txt, .rtf, and .pdf.

This position will be posted until filled.

Other Information

Transcript - Unofficial transcripts are accepted at the time of hire. You must submit official transcripts within 30 days of your start date. Formal credential evaluation is required for post-secondary education completed outside of the United States.

Veteran's Preference - If you are an eligible veteran applying for a job where veteran's preference applies and wish to claim Veterans Preference you must submit a legible copy of your DD214 to the Human Resource Department with your employment application. If your claim is approved, five or ten additional points will be added to your final passing score.

Criminal Background Investigation and Reference Checks - Reference checks and a criminal background investigation will be completed as a condition of hire for all new employees and for former employees who have not been employed by the District for more than six months.

Essential Functions

Essential functions are job duties that the individual holding the position must be able to perform unaided or with the assistance of a reasonable accommodation through the Americans with Disability Act (ADA) and the Americans with Disability Amendments Act (ADAAA). The essential functions are typical duties as outlined under Responsibilities.

Regular and reliable attendance.

May be exposed to various cleaning products.

Equal Employment Opportunity

SPPS is committed to an equitable workforce where all employees represent this commitment through equitable practices in their job position.

Equity Statement

Saint Paul Public Schools is an equal opportunity employer and supports an inclusive workplace environment.