



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

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<b>Position Title:</b>	Maintenance Assistant Manager – HVAC
<b>Payroll/Personnel Type:</b>	12 Month
<b>Reports to:</b>	Maintenance Manager

**Position Summary:**

The Maintenance Assistant Manager will be primarily responsible for the operation and maintenance of all heating and cooling systems for a multi-site school district creating a safe, functional and welcoming school environment. This includes managing employees, implementing and monitoring preventive maintenance schedules, prioritizing and scheduling work, training, and inspections. This is a hands-on position that will require knowledge of crafts and trades along with other maintenance equipment. The manager will be expected to meet operating and financial goals, customer needs, and be responsible for staffing, scheduling, training and developing management and hourly employees. This position may require working off-shift hours.

**Essential Functions:**

- Overall responsibility for staffing, scheduling, training, performance management and development of HVAC technicians and stationary engineers
- Responsible for using the work order system to log, prioritize and manage work order volume and execution
- Provide hands on support in resolving complex issues and determining long term solutions that positively impact the overall school environment
- Enter into and manage contracts for supplies, equipment, contractors, etc. as needed to perform work
- Oversee contractors as needed for preventative maintenance, repairs and other contracted work as needed
- Regularly 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 related duties as required

**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
- Familiar with MS Office



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**Experience:**

- Minimum of three years job related experience
- Five or more years of multi-site facility management experience to include technical knowledge of maintenance equipment, boilers/chillers, etc.
- Multi-site or K-12 maintenance management experience is highly preferred

**Education:**

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

**Physical Requirements:**

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 60 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body throughout a 4-hour shift
- 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

**Working Conditions and Environment:**

- Work is routinely performed both inside/outside
- 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



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*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.*