

BUILDING AND GROUNDS SUPERVISOR

- QUALIFICATIONS:**
1. Possess at least a high school education with additional training in technical areas.
 2. Have and maintain licensure in heating and air conditioning repair.
 3. Previous experience in similar position.
 4. Ability to supervise employees and to work effectively with the public, staff, and students.
 5. Be able to communicate effectively both in writing and speaking.
 6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Business Manager

SUPERVISES: All custodial and maintenance personnel

JOB GOAL: To provide all students with a physical learning environment that is safe, clean, attractive, and smooth functioning.

PERFORMANCE RESPONSIBILITIES:

1. Assumes responsibility for the comprehensive overall planning and scheduling of maintenance and repair requirements of the District;
2. Establishes appropriate maintenance, groundskeeping, security, and custodial requirements for each school building and installation;
3. Directs the maintenance of all buildings and grounds as to cleanliness and safety;
4. Ensures that standards consistent with all applicable laws are maintained at a minimum.
5. Determines and establishes detailed specifications pertaining to supplies, materials, equipment, and local contract work;
6. Recommends the purchasing of necessary equipment and supplies according to budgeting limitations and District policy;
7. Receives, stores, and issues all maintenance and grounds materials, supplies and equipment.
8. Inspects all school buildings, grounds, and installations on a regular basis to determine that high standards of workmanship, cleanliness, safety, and security are maintained;
9. Conducts periodic inspection of all school facilities to ensure fire safety;
10. Organizes and implements a program of preventive maintenance;
11. Keeps informed of the latest trends, developments, and products in the areas of maintenance, repair, and upkeep, and encourages innovation and experimentation as appropriate;
12. Works with principals in establishing emergency evacuation procedures for each schoolroom and office;
13. Assists in the preparation and administration of the budget for maintenance, grounds, security, and custodial supplies and equipment;

14. Supervises and inspects the improvement and renovation work performed by outside contractors and verifies that the terms of all such contracts have been fulfilled before authorizing final payment;
15. Supervises and approves payment of all outside contractors performing work for the District;
16. Makes recommendations for the determination of rent-lease-or-buy decisions and optimal timing of replacements of vehicles and equipment assigned to the department;
17. Maintains a coordinated inventory control program for all areas of the department.
18. Assists in the recruitment, employment, assignment, transfer, promotion, demotion, or dismissal of custodial and maintenance personnel;
19. Organizes and implements an orientation program on proper operation and maintenance of school facilities for departmental personnel including asbestos orientation;
20. Conducts a continuing program of staff training and personnel development;
21. Schedules work routines and coordinates vacation schedules for departmental personnel;
22. Oversees preventative maintenance and repairs of boiler, heating and air conditioning equipment. Performs repairs requiring licensed personnel on above equipment as required by code;
23. Supervises the department part-time secretary in issuing, filing and approving purchase orders for payment;
24. Works cooperatively with the Transportation Director in ensuring that all District maintenance vehicles are in operating condition;
25. Directs the lead ground maintenance employee in preparation of playing fields, grounds, and other necessary facilities for athletics and other school activities;
26. Participate in the process of site selection and acquisition and the development of architectural plan;
27. Conducts a comprehensive and detailed cost analysis program of expenditures as a basis governing annual forecast of expenditure requirements including recommendations to achieve energy efficiency;
28. Assumes the direction of the safety and environmental impact programs for the District;
29. Serves as an advisor to the Building and Grounds Committee of the Board;
30. Performs written evaluations according to Board policy on all custodial and maintenance personnel;
31. Performs other tasks and assumes other responsibilities within the overall scope of the position which the supervisor may assign;

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.