



Position Title: **Maintenance and Grounds Supervisor**

Department: Maintenance

Reports To: Maintenance and Facilities Manager

SUMMARY: Provides all maintenance and repair for district facilities and grounds.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Other duties may be assigned.

1. Examines school facilities on a regular basis for needed repairs and maintenance
2. Assists with establishing and recommending priorities on repair projects
3. Estimates cost of repair projects in terms of labor, material, and overhead
4. Assigns and supervises crews for facilities work such as replacing worn or defective wiring, switches, faucets, and plumbing fixtures; and repairing fencing, asphalt, concrete, and ceilings
5. Lays out and inspects work, and assists crew members
6. Develops a system for dealing with emergency repair problems with efficiency
7. Prepares reports on costs of work done, materials used, and labor expended
8. Order materials as needed, and makes recommendations of supplies and equipment for purchase
9. Acts as a liaison with building principals and the facilities and maintenance manager regarding the establishment of regular preventive maintenance programs
10. Participates in the hiring process and trains all workers necessary to the facilities and grounds program
11. Serves as the contact person to contractors for minor remodeling in the district and equipment replacement
12. Develops processes for the storage and appropriate disposal of old and obsolete equipment in the district following school district policy
13. Assists in the coordination of vacation/sick/personal day schedules for custodial/grounds/maintenance employees
14. Assists in the preparation of annual budget for the operation of the district's facilities and grounds program
15. Responds to police calls on vandalism during off school hours
16. Responds to alarms or other unforeseen circumstances during off school hours
17. Assists with coordinating/managing monthly safety committee meetings
18. Attends monthly board meetings as directed
19. Corresponds with district staff and stakeholders via email
20. May be asked to translate, if applicable
21. Maintain regular on-time attendance

SUPERVISORY RESPONSIBILITIES: Assists with managing employees in the maintenance/grounds/custodian/warehouse departments. Carries out supervisory responsibilities in accordance with the district's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning and directing work; appraising performance; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS: To perform job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Principles and practices of all types of building repair and maintenance, construction, and ground maintenance
- Principles and practices of preventative maintenance and custodial services
- Public Contracting Code, Model Contract Rules, procurement procedures and contract administration
- Federal, State, and local laws, codes and regulations including safety principles and practices, and dangers/precautions associated with hazardous materials
- Use of personal computer systems including Word processing, email correspondence and spreadsheet applications
- Use of computer systems for capital improvement and facility maintenance, management of human capital, materials, projects, work orders and related matters
- Human and group behavior as applied to staff supervision, training, team development, performance evaluation and disciplinary processes
- Employment practices, laws, regulations, and equal opportunity/affirmative action guidelines
- Communicate clearly and concisely, both orally and in writing
- Organize and balance multiple projects simultaneously

EDUCATION AND/OR EXPERIENCE: High School Diploma or equivalent required. Advanced knowledge in Steam Engineering preferred. Three to five years of successful experience in building, grounds, and maintenance upkeep with three years in a supervisory capacity preferred. Applicants may be considered who have comparable, but not identical, professional experience in public school maintenance or closely related field.

CERTIFICATES, LICENSES, REGISTRATION: Current or ability to obtain the following licenses or certifications within 12 months of hire: lead abatement card; pesticide applicator's license; asbestos management certificate with LME card preferred. Valid driver's license.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals, blueprints and plans.

WRITING SKILLS: Ability to write routine reports and correspondence. Ability to speak and present to effectively before vendors, administration and staff.

MATHEMATICAL SKILLS: Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to walk and stand; occasionally sit; occasionally and essential to the position lift between 50 and 75 pounds; specific vision abilities required by this job include close vision; depth perception; and the ability communicate through speech. The employee will be able to hear conversation in quiet environments as well as noisy environments.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly works inside as well as outside. The employee has regular exposure to the environment such as variance in outdoor temperature; allergens, infections, silica, cement or concrete. The employee must be able to meet deadlines with severe time constraints. The employee works irregular work hours. While performing the duties of this job, the employee occasionally works in temperatures above 100° and below 32° and occasionally will walk on slippery surfaces. The employee must be able to meet deadlines with severe time constraints and interact with public and other workers. The employee has direct responsibility for the safety and well-being of others. The noise level in the work environment is frequently loud to where you have to raise your voice to be heard.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) 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.

I have read and understand this job description.

Signature

Date