

TITLE: MAINTENANCE AND GROUNDS SUPERVISOR

QUALIFICATIONS

1. High school diploma or General Education Degree (GED)
2. Has a driver's license and excellent driving record
3. Relevant training preferred
4. Minimum experience in maintenance, cleaning methods and procedures, repairs, security, heating and ventilation, care of carpet, cleaning, housekeeping, and proper handling of hazardous materials, electrical, and plumbing and direct supervision of maintenance personnel, or an equivalent mix of maintenance and custodial experience of large corporate facilities including school maintenance experience preferred
5. Is familiar with material safety data sheets and asbestos abatement documents
6. Ability to respond to a wide variety of institutional situations and emergencies at any time, including fire alarms, sprinkler activation, heat, access, elevator, transportation, refrigeration, and safety problems that arise
7. Knowledge of building codes, federal and state law, administrative rules, and Board policy pertaining to fire, workplace safety, and the environment
8. Supervisory ability
9. Ability to perform long periods of standing; walking; climbing; bending; stooping; kneeling; bending and twisting at the neck and trunk; moving of furniture; pushing/pulling items such as tables, bleachers, and scrubbing machines; frequent lifting of objects weighing up to fifty pounds and occasionally move objects weighing up to ninety pounds; and climbing ladders
10. Ability to use hands and fingers to handle or feel objects, to reach above the head and reach forward, to grasp tools
11. Have a working knowledge of budget procedures and the ability to provide cost estimates for necessary upkeep, and to work within specific budget guidelines
12. Self-motivated
13. Works well under pressure and deadlines
14. Works well with students, staff, and the community
15. Excellent interpersonal, communication, and organizational skills
16. Maintain confidentiality of staff and students

PRIMARY RESPONSIBILITY TO Building Principal and Superintendent

JOB SUMMARY

To oversee the custodial and maintenance operations of individual school facilities and ensure a safe, clean, and comfortable school environment. To maintain the physical grounds in an excellent condition so that full use of grounds are available at all times and are aesthetically pleasing to staff and the general public.

MAJOR DUTIES AND RESPONSIBILITIES

Supervisory Duties

1. Schedule daily tasks, supervise the work of the custodians, and participate in daily cleaning of facilities
2. Participate in the assignment and scheduling of the custodial staff
3. Assist in interviewing, screening, and recommending for hire, promotion, or termination of custodians
4. Help new employees learn rules, procedures, and duties; and provide hands-on training
5. Monitor the time records of custodians working during the day at the district office
6. Evaluate the performance of custodians in accordance with Board guidelines, the superintendent's instructions, and any contract requirements
7. Communicate information and special janitorial projects to custodial staff for further follow up and completion.
8. Work with the building principals in establishing guidelines for the division of responsibility for minor in-school repairs and emergency repairs
9. If the Board adopts a dress code or uniforms for custodians, ensure that custodians conform to the dress code
10. Periodically inform the Board of opportunities to improve the policy on uniforms

Finances & Inventory

1. Assist in the formulation of the maintenance and janitorial budgets
2. Authorize all expenditures from these budget categories throughout the year
3. Select the supplies, tools, equipment, and fuel to be used and maintain an appropriate inventory of them
4. Purchase in accordance with budgetary limitations and district policies
5. Supervise and oversee the improvement and renovation work performed by both in-house personnel and outside contractors, verifying that terms of all such contracts have been fulfilled before recommending final payment
6. Check invoices and prepare purchase orders monthly so bills will be paid on time

Maintenance Emergencies and Safety

1. Respond to emergencies such as lock problems, core changes, elevator malfunctions, floods, sewage back-ups, and urgent cleanup of substances such as bodily fluids or broken glass
2. Use a cell-phone or two-way radio to communicate with other staff and emergency personnel to provide information regarding the incident
3. Call in and assist maintenance experts, such as plumbers, roofers, etc., during emergency situations
4. Remain on school premises during working hours unless specific tasks off-campus
5. Be on-call and available for maintenance emergencies
6. Ensure that all federal and state law, administrative rules, and Board policy pertaining to plant maintenance and operation, fire, safety, and the environment are followed
7. Comply with all federal and state law, administrative rules, and Board policy pertaining to the storage and disposal of recyclables, trash, waste, and debris
8. Assist in updating safety and security plans and procedures for drilling, managing and

- responding to school emergencies
9. Act as the designated safety person for the district, and be responsible for all safety inspections for buildings according to local, state, and federal guidelines
 10. Coordinate with local emergency responders during safety drills

Other Building Maintenance

1. Be responsible for the opening and closing of the school each day
2. Check regularly to ensure that all exit doors and panic devices are working properly
3. Operate heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season and to ensure economical use of fuel, water, and electricity
4. Examine school buildings on a regular basis for necessary repairs and maintenance
5. Confer with the building principal regarding necessary repairs
6. Conduct periodic inspections and tests of all electrical installations in the school to ensure their safe condition
7. Conduct an ongoing program of general and preventative maintenance, upkeep, and repair, making minor repairs and arranging for specialists to attend to major repair needs, unsafe situation, vandalism, or other damage to school property as needed
8. Arrange for and supervise maintenance work such as electrical, roofing, plumbing, fencing, asphalt, concrete, ceilings, and other work too extensive to personally complete
9. Estimate the cost of repair projects in terms of labor, material, and overhead
10. Move furniture or equipment within the building as required for various activities and as needed
11. Complete job orders as assigned
12. Plan and oversee all maintenance and repair work in the building
13. Establish and recommend priorities on repair projects
14. Identify maintenance problems, and troubleshoot or diagnose a problem and determine root causes and corrective action
15. Perform minor emergency repairs
16. In times of vacancy, establish a process to make improvements as needed including winterizing facilities
17. Respond to staff concerns about items not in proper working order.

Grounds Maintenance

1. Keep buildings and premises, including roof drains, driveways, and play areas neat and clean at all times
2. Keep sidewalks neat and safe at all times
3. Develop schedules for routine grounds activities, as well as short and long range plans for construction, landscaping, and major repairs to or replacement of grounds equipment, and assist with such activities as necessary
4. Trim, mow, water, weed, and fertilize all planted areas as necessary
5. Ensure that sport fields are mowed for athletic events
6. Be responsible for all safety inspections to school grounds according to local, state, and federal guidelines
7. Maintain tools and equipment and guard against breakage, loss, and theft
8. Operate all maintenance vehicles in a safe and lawful manner
9. Be responsible for monitoring fuel and water systems according to state requirements

10. Maintain and adhere to a regular schedule for servicing all motors, filters, and other mechanical equipment requiring scheduled servicing.

Other

1. Be available for entire shift unless required to leave for work-related errands or meetings.
2. Ensure that federal and state law, administrative rules, and Board policy pertaining to fire, safety, and environment are followed
3. May be required to wear a standard uniform selected by the district for security purposes
4. Plan for, review, and monitor all district capital projects
5. Work with the Board's architectural and or engineering firms on capital projects and district initiatives
6. Apply for permits before beginning work that requires permitting and inspection by a licensed code official
7. Maintain records to allow the Board to remain informed about the number and status of maintenance and repair projects being done pursuant to permits
8. Assist the business administrator with preparation and implementation of the Long Range Facilities Plan
9. Maintain and prepare work related records and reports as directed
10. Assist with the set-up and coordination of school and public use of facilities
11. Attend appropriate Board committee and other meetings
12. Assume responsibility for his or her continuing professional growth and development through such efforts as attendance at inservices
13. Keep immediate supervisor informed of activities and any issues that may arise
14. Represent the school district in a positive manner
15. Know and follow school district policy and chain of command
16. Keep an inventory of all district owned appliances
17. Seek assistance should emergencies arise
18. Perform other duties as assigned

EVALUATION

Performance of this position will be evaluated annually by the building principal and/or superintendent in conformance with federal and state law, administrative rules, and Board policy.

TERMS OF EMPLOYMENT

This position shall be considered in all respects "employment at will". The "employment period" and other descriptions and terms set forth in this job description shall not create a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

NOTE

All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.

Legal Reference: I.C. § 33-512 Governance of Schools
I.C. § 33-1210 Information on Past Job Performance