
BUILDINGS AND GROUNDS SUPERVISOR

Job Description:

Under direction of the District Superintendent, to have functional responsibility for the cleaning and operation of all buildings; to supervise the custodial and maintenance staff and, in cooperation with the site principal, organize and coordinate their activities; to maintain all buildings and grounds and to serve as a member of the management team. Flexible hours will be required occasionally to supervise the night shift staff. This position is on call for any emergencies.

Qualifications:

Education: Equivalent to the completion of the twelfth grade;

License: Posses a valid California driver's license and posses or have the ability to acquire a Class B license with a passenger endorsement.

Experience: Four years of experiences in the custodial and maintenance field. Management experience in the field is preferred.

Knowledge: Principles, methods and techniques of organization and leadership; proper principles and practices of maintenance and custodial care and safety regulations; applicable state and local building safety and health codes; materials, equipment, and methods used for grounds keeping and custodial services; tools, materials and procedures used in electrical, plumbing, heating and air conditioning maintenance.

Ability: Plan and organize a program of buildings and grounds custodial services and maintenance works; coordinate, supervise, and evaluate the work of employees assigned; perform semiskilled carpentry, electrical, plumbing, heating, air conditioning, and other general maintenance work; operate all equipment used in performing maintenance and operational services; establish and maintain accurate records and prepare necessary reports; perform mathematical calculations for time, material and cost estimates for District projects; meet and maintain physical requirements necessary to perform assigned job functions in a safe and effective manner; communicate effectively in both oral and written form; establish and maintain cooperative relationships with those contracted in the performance of required duties; perform highly technical and skilled maintenance functions as necessary; interpret blueprints, plans, drawings, schematics and other data pertaining to maintenance, repair, and contraction of school facilities, office buildings and equipment; accurately estimate cost of repair and construction of facilities; understand and carry out oral and written directions.

BUILDINGS AND GROUNDS SUPERVISOR

Typical Duties:

1. Plan, organize, coordinate, and supervise the daily and long term work of custodians, maintenance and groundskeepers in cooperation with the school principal.
2. Arrange and conduct training for new custodial staff and substitutes.
3. Work with the Human Resources Manager and principals with new employee screening and interviewing.
4. Evaluate all staff performance on a timely basis and make recommendations to the District Superintendent for the probationary status, transfers and terminations.
5. Assist the site administrators in assuring compliance with District standards of cleanliness, sanitation, safety and security. Confer and make recommendations on maintenance and landscaping projects.
6. Inspect District schools for maintenance, cleaning needs, safety hazards, and ensures that all work is completed according to established standards.
7. Assign special duties for various educational, social and civic activities and arrange for proper equipment, heating, ventilating and lighting.
8. Inspect buildings and grounds and reports dangerous, unsightly or unsanitary conditions or see that such conditions are corrected.
9. Insures that school buildings are properly secured during evenings and on weekends.
10. Prepare annual purchase requests for all custodial supplies after having determined the most satisfactory materials. Purchase parts, supplies and materials for buildings, grounds and equipment maintenance programs as needed according to District procedures.
11. Aide in budget preparation. Estimate staff and equipment budgetary needs with Chief Business Official.
12. Maintain records of supplies and equipment.
13. Order, store and distribute custodial supplies and equipment.
14. Plan, coordinate and supervise workloads, work schedules, vacations and summer maintenance/custodial service for all District facilities.
15. Arrange for major maintenance and/or repair work by outside companies as necessary.
16. Schedule periodic preventive maintenance programs to keep District equipment operating effectively and in compliance with required safety standards.
17. Plan and participate in the preventive maintenance, periodic repair and replacement of motor boilers, pumps, heating, air conditioning, steam and hot water systems, lighting and power; locks and hardware; and sprinkler systems, equipment, furniture and buildings.
18. Plan and direct minor construction projects.
19. Request assistance from principal on special jobs that cannot be handled on the local level.

BUILDINGS AND GROUNDS SUPERVISOR

20. Test and approve for use, various cleaning maintenance equipment and supplies.
21. Maintains required records and prepares required reports.
22. Assigns substitutes as required.
23. Confers with the District Superintendent and site principals regarding maintenance, repair and construction projects, and serves as a liaison to vendors and contractors providing service to the district.
24. Performs other duties as assigned.

ESSENTIAL PHYSICAL REQUIREMENTS:

Incorporated within one or more of the previously mentioned duties and responsibilities of this job description are the following essential physical requirements:

1	Seldom = Less than 25%	3	Often = 51-75%
2	Occasional = 25-50%	4	Very Frequent = 76% and above
4	a. Ability to work at a desk, conference table or in meetings of various configurations		
4	b. Ability to stand and circulate for extended periods of time		
4	c. Ability to see for purposes of reading laws and codes, rules and policies and other printed matter materials and observing students		
4	d. Ability to hear and understand speech at normal levels		
4	e. Ability to communicate so others will be able to clearly understand normal conversation		
4	f. Ability to bend and twist, kneel and stoop, run and crawl		
4	g. Ability to reach in all directions		
4	h. Sufficient mobility to move about the District and drive a car or District vehicle		
4	i. Ability to lift 25 pounds		
3	j. Ability to carry 50 pounds		

Immediate Supervisor: District Superintendent

Assignment: 8 hours per day

Salary: Classified Management Salary Schedule: Range 204