

POSITION GUIDE:

CUSTODIAL AND MAINTENANCE SUPERVISOR

Qualifications:

High School diploma or equivalency of proof of appropriate job experience

Experience:

Demonstrated experience and competence in mechanical and electrical system, boiler, air conditioning equipment, water treatment and plumbing system, building cleaning equipment and procedures, kitchen equipment and roof maintenance, scheduling procedures and preventive maintenance.

Demonstrated ability to supervise employees.

Experience with architects, engineers, and contractors

Report to:

Director of District Operations

Respond to:

Building Principals and Superintendent

Job Goals:

1. To maintain a clean, safe, and attractive environment for students, staff and public.
2. To supervise maintenance and repairs as needed.
3. To have knowledge of the equipment operations
4. To have knowledge of cleaning and maintenance procedures in each building.
5. Strive to maintain a high level of morale and pride in the care of the buildings and grounds.
6. To maintain good communication with the building principals and teachers.
7. Sign and verify time on time sheets of all maintenance and custodial personnel.
8. Watch the weather in the winter for snow removal. To be performed before the start of the school or during school hours for bus runs and safety of personnel and students coming or leaving school.
9. Plan jobs and have materials needed on site before the job starts.
10. Maintain and have weekly sign I sheets available in all three locations park, high school and stadium.
11. Sign off on employees for vacation or personal days – to not disrupt the ability of getting the daily jobs done.
12. Conduct ergonomic assessments of workstations, equipment

and work practices to identify potential risks to employee health and safety.

13. When possible, have materials needed for any job on site that that needs to be performed to minimize the need for an employee to travel to get materials.

Supervises:

All maintenance and custodial personnel

Time Requirements:

This is a position requires a minimum of 25 hours per week. Schedule will fluctuate daily depending on building needs and school activities. Will need to come in on off hours or weekends for emergencies to make sure buildings can operate the next day or after the weekend.

Physical Demands:

Frequent travel to school district office, classroom, and school buildings.

Supervising mechanical repairs.

Sensory Abilities:

1. Visual acuity to be able to see when areas are clean and to read labels, correspondence, etc.
2. Ability to detect the smell of hazardous odors.
3. Depth perception to be able to judge distance from objects.
4. Ability to see/hear fire alarm signal.
5. Fine and gross motor coordination.
6. Listening skills for discussions with people in person or on the telephone.
7. Ability to speak clear and distinctly.

Cognitive Ability:

1. Ability to follow written and verbal directions.
2. Ability to give directions to others.
3. Ability to create and delegate assignments.
4. Ability to complete assigned tasks with minimal supervision.
5. Ability to read and write.
6. Ability to do computations.
7. Ability to organize maintenance setting to efficiently accomplish tasks.

Specific Skills:

1. Ability to operate maintenance equipment.
2. Must appropriately handle confidential information.
3. Ability to manage complex department with various changing and service demands.

Work Environment:	Indoors and outdoors all year round.
License:	Valid driver's license
Essential Functions:	<ol style="list-style-type: none"> 1. Monitor and/or provide information re: the assignment, transfer, promotion, demotion, and dismissal of maintenance and custodial personnel. 2. Schedule work routines for maintenance and custodial personnel 3. In consultation with building principals, plan custodial service and evaluate custodial personnel. 4. Prepare work schedules for maintenance personnel and make daily work assignments. 5. Supervise the overall maintenance and operation of all building and grounds including mechanical and electrical operating systems. 6. Conduct periodic inspection of all school facilities to ensure fire safety. 7. Supervise and inspect work performed by outside contractors and verify that the contracts have been fulfilled. 8. Directs the preparation of playing fields, grounds and other necessary facilities for athletics and other schools. 9. Ensures that all security systems, fire alarms, clock systems and telephone systems are properly approved and executed.

PERFORMANCE RESPONSIBILITIES

A) Planning and implementing:

- a. Design, organize and implement a preventative maintenance program.
- b. Establish appropriate maintenance, grounds keeping and custodial requirements for each building.
- c. Develop and maintain files for all buildings. These files should contain blueprints, plans specifications, contracts, bids, and other pertinent information relative to building construction, maintenance and operation.
- d. Participate in the process of developing Capital Projects.

B) Budget and Finance

- a. Provide information for preparation of budget information for maintenance and custodial operations.

- b. Provide information for preparing bid specifications for items relating to maintenance and operations of school plant.
- c. Recommend for purchase necessary equipment and supplies.

This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. The employee in this position will be required to follow any other instructions and to perform any other duties request by his/her administrator(s) and/or supervisor(s).

EVALUATION:

Performance of this position shall be evaluated annually in accordance with the provisions of the applicable policies of the district.

The position specifications described here are representative of those that must be met by an employee to successfully perform the essentials of this job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

The information contained in this job description is compliant with the American with Disabilities Act, ADA and is not an exhaustive list of duties to be performed for this position.

PLEASE SUBMIT LETTER OF INTEREST TO:

Lisa Coffield, Executive Assistant to the Superintendent
311 Allison Avenue
Washington, PA 15301
or email: lcoffield@prexie.us