

Supervisor of Facilities Job Description

Purpose: The Supervisor of Facilities maintains school buildings and grounds in top maintenance condition to ensure full and productive use of district facilities. To accomplish these tasks, the Supervisor of Facilities must work closely with the staff and administration of the District. After hours and weekend work as needed. Carries a cell phone.

Responsible to: Superintendent of Schools

Payment Rate: Salary and benefits to be established by the Board of Education

Qualifications:

1. High school diploma or equivalent.
2. Health and Inoculation Certificate on file in the Central Office.
3. Experience as supervisor of institutional building grounds operations.
4. Experience in the maintenance field with skills in areas such as electrical, plumbing, refrigeration, etc. Certification and/or licensure preferred.
5. Able to manually lift a maximum of 60 pounds.
6. Desire to continue career improvement by enhancing skills and job performance.

Essential Functions:

1. Ensure routine maintenance of all school buildings and grounds.
2. Ensure that building/grounds activities conform to District guidelines.
3. Communicate and work effectively and cooperatively with members of the school district and community.
4. React to change and frequent interruptions productively and in a positive manner, meeting deadlines as assigned.
5. Appropriately operate all vehicles and equipment as necessary.
6. Work to implement the vision and mission of the District.
7. Manage workloads and set priorities.
8. Train and motivate Maintenance, Custodial, and Grounds staff.
9. Respond to Security, Maintenance, Custodial, and Grounds calls as required.
10. Supervise internal school facility usage requests.
11. Work with technology/computer systems.
12. Supervise, direct, motivate, and correct employees' job performance.
13. Model commitment and dedication to work.
14. Work independently and without supervision, and complete work in an efficient manner.

Physical Requirements/Environmental Conditions:

1. Requires physical exertion to manually move, lift, carry, pull or push heavy objects or materials.
2. Requires stooping, kneeling, crawling, bending, Turning, and reaching.
3. Requires climbing and balancing.
4. Must work indoors and outdoors year-round in extreme temperatures.
5. Must occasionally work in noisy, crowded, and stressful environments, with numerous interruptions.
6. Must work in and around dust, fumes, and odors.

General Responsibilities:

1. Maintain school building and grounds in top condition (considering budget and Board direction).

2. Conduct inspections of buildings and grounds, and establish maintenance and repair schedules for district facilities.
3. Plan and oversee all maintenance and repair work.
4. Evaluate the performance of custodial and maintenance staff on a regular basis.
5. Inspect buildings for cleanliness and write plans of improvement as needed.
6. Tour and be seen by evening custodial staff after hours. Follow up on their requests for needed supplies.
7. Develop a system for dealing with emergency repair problems with efficiency.
8. Maintain an up-to-date inventory of school property.
9. Consult and cooperate with directors, principals, and others who will use the items to be purchased in developing specifications.
10. Arrange for the services of outside contractors as needed.
11. Maintain a high standard of safety, cleanliness, and efficiency in all maintenance, custodial, and repair projects.
12. Order and maintain suitable supplies, tools and equipment according to the maintenance staff.
13. Monitor the time records of custodial and maintenance staff.
14. Confer with school principals and other parties in making plans for landscaping, planning, and maintenance of various school grounds.
15. Ensure that all activities conform to government regulations protecting the health, safety, and right of employees of the public (including, but not limited to, asbestos, hazardous chemicals, access to building by the handicapped, and playground safety).
16. Prepare reports on costs of work done, materials used, and labor expended.
17. Attend Board of Education meetings or work sessions as directed by the Board and Superintendent.
18. Keep current on new information, innovative ideas and techniques by attending conferences and reading professional literature, and shares such information with the appropriate personnel in the District.
19. Project needs for maintenance of buildings/grounds, and assist in the preparation of the operational budget.
20. Provide Basic Asbestos Awareness Training for all Facilities staff.
21. Implement and follow all District health and safety policies, including all precautions of the Blood borne Pathogen Exposure Control Plan
22. Perform such other tasks and assume such other responsibilities as directed by the Superintendent.

Term of Employment:

12 months (251 Days)

Evaluation:

Performance effectiveness will be evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.