

BUILDING AND GROUNDS SUPERVISOR

QUALIFICATIONS:

1. Appropriate educational background.
2. Demonstrated knowledge of the basic principles of construction, maintenance, security, grounds keeping, custodial operations, and employee safety.
3. At least three (3) years experience in a supervisory capacity in a business, industry, or governmental agency.
4. At least three (3) years experience in the area of planning or maintaining physical facilities.
5. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

RESPONSIBLE TO: Board Secretary/Business Administrator

SUPERVISES: All custodial, maintenance, security, and grounds keeping personnel.

JOB GOAL: To provide all students and staff with a-physical learning environment that is at once safe, clean, pleasant, attractive, and smoothly functioning.

PERFORMANCE RESPONSIBILITIES:

1. Recommends comprehensive short and long range planning and scheduling of maintenance and repair requirements of the district.
2. Conducts a continuing program of staff training, safety awareness, and personnel development.
3. Determines and establishes detailed specifications pertaining to supplies, materials, and equipment for the department.
4. Assists in the preparation of specifications and makes recommendations for all contractual work within the district.
5. Schedules the work of outside contractual firms. Inspects the work performance of such firms and reports to the Board Secretary/Business Administrator as to the status and completion of such work.
6. Establishes and administers work schedules and procedures for the regular ongoing custodial care and maintenance of all building and grounds owned and/or leased by the Board of Education.
7. Inspects all school buildings, grounds, and installations on a regular basis to determine that high standards of workmanship, cleanliness, safety and security are maintained.
8. Makes recommendations for hiring, assignment, and termination of employment of all personnel encompassed within this area of operations.
9. Assigns use of all vehicles for the department and schedules for their maintenance with the appropriate outside vendor. Recommends the purchase of new and/or replacement vehicles and equipment.
10. Maintains such personnel files and other records for the department as may be required.
11. Supervises distribution of departmental supplies, materials, and equipment. Establishes inventory control and an appropriate security system to safeguard these items.
12. Confers on a regular basis with the Board Secretary/Business Administrator regarding custodial and maintenance work and needs.
13. Responds to immediate needs of the appropriate building administrator.
14. Such other duties and responsibilities as set forth by the Board of Education and/or the Board Secretary/Business Administrator.

TERMS OF EMPLOYMENT: Twelve (12) month contract as approved by the Board of Education. All other working terms and conditions of employment established by the Board of Education.

EVALUATION: Performance of this job will be in accordance with provisions of the Board's policy on evaluation of administrative personnel.