

BUILDINGS AND GROUNDS SUPERVISOR

SUMMARY: Maintain buildings and grounds and equipment; supervise employees of the department; schedule physical plant projects; maintain five year plan; coordinate materials, equipment, labor and other resources; maintain required programs; perform related duties as required.

SUPERVISION RECEIVED: Work is performed under the general direction of the Superintendent, consistent with the policies established by the District.

SUPERVISION EXERCISED: Directly supervises maintenance personnel, custodial personnel, and cleaning contractors. Supervisory responsibilities include hiring, training, assigning work, checking work in progress and/or upon completion, evaluating performance and recommending or participating in the disciplinary or grievance process.

RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS: An employee in this position will be called upon to do any or all of the following essential duties: (These examples do not include all of the duties which the employee may be expected to perform.)

- Plan buildings, equipment, and grounds maintenance.
- Organize and schedule work to maintain buildings, equipment and grounds.
- Supervise buildings and grounds employees and determine quality of work.
- Write requisitions for equipment and supplies.
- Coordinate budgets for equipment and staff.
- Schedule seasonal work.
- Meet with contractors to develop specifications and supervise work.
- Monitor water testing program.
- Monitor Right-to-Know program.
- Monitor asbestos program.
- Prepare reports for District.
- Perform related work as required.

ESSENTIAL FUNCTIONS, QUALIFICATIONS AND KNOWLEDGE, SKILLS AND ABILITIES FOR EMPLOYMENT: All of the following functions, qualifications, knowledge, skills, abilities (KSA's) and duties are essential. An employee in this class, upon appointment, should have the equivalent of the following:

- Considerable knowledge of facilities construction.
- Considerable knowledge of maintenance materials and techniques.
- Considerable knowledge of District and State buildings and grounds programs, policies and procedures.
- Knowledge of District and State testing programs and monitoring techniques.
- Knowledge of computer and computer software.
- Knowledge of OSHA/MIOSHA standards.
- Ability to understand and use Material Safety Data Sheets.
- Ability to supervise and lead.

- Ability to organize and implement plans.
- Ability to negotiate.
- Ability to handle multiple tasks.
- Ability to handle stressful situations.
- Graduation from a college or university of recognized standing with an Associates degree.
- Minimum two years experience in all phases of buildings and maintenance.
- Ability to work with staff, professionals and the public in a successful manner.
- Knowledge of school systems and how they operate.
- Ability to read and understand blueprints and technical manuals relating to the job.
- Willingness to continue education through workshops and seminars.
- Ability to perceive an overall view of the purpose of the organization.