

MAINTENANCE AND GROUNDS SUPERVISOR

QUALIFICATIONS:

- High school diploma or equivalent
- Demonstrates aptitude or competence for performing and supervising personnel working in the areas of carpentry, masonry, building heating and ventilation equipment, air conditioning, electricity, plumbing, upkeep and repair of athletic fields, and budget planning.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Business Manager

SUPERVISES: All maintenance, security and grounds keeping personnel

JOB GOAL: To maintain the district's physical school plant, grounds, and support services in a condition of operating excellence so that full educational use of them may be made at all times.

PERFORMANCE RESPONSIBILITIES:

- Recruits, trains, schedules work, assigns work, evaluates, and supervises all assigned personnel and makes recommendations on their employment, transfer, promotion, and release.
- Inspects and assumes responsibility for the safe and efficient operation and maintenance of all buildings, grounds and equipment related to the school plant.
- Works in cooperation with the transportation supervisor and custodial supervisor in determining district vehicle and equipment needs.
- Develops and implements the routine and preventive maintenance of district buildings, grounds, building equipment, and maintenance equipment.
- Inspects buildings with the custodial supervisor on a regular basis to determine needed repair and maintenance.
- Assumes responsibility to see that all OSHA and AHERA rules and regulations are implemented and complied with.
- Maintains all required records and submits completed reports in a timely manner.
- Recommends, directs, and inspects all improvements, renovations, or repair work performed by outside contractors and verifies that the terms and conditions of all such contracts have been fulfilled before authorizing final payment.
- Works with building administrators in determining needed building alterations.
- Develops plans and cost estimates, schedules work, supervises work of all alterations and improvements done by district personnel.
- Supervises or performs work to achieve safe, efficient operation of heating systems, ventilation systems, air conditioning systems, and the various control systems.
- Develops and directs the energy conservation program within budget constraints to achieve the most energy efficient operation of the district buildings.
- Develops the long range repair and maintenance plan (5 year). Works with building administrators to determine the annual priorities and submits this plan to the superintendent and board for approval.
- Develops and implements the annual operating and maintenance budget in cooperation with the business manager.

- Reviews security procedures, fire and tornado exit plans, and civil defense plans with building administrators and appropriate outside personnel to insure safe emergency procedures are followed.
- Supervises the maintenance, repair, and preparation of district grounds, playgrounds, and athletic fields to provide a safe, attractive environment for district activities.
- Assumes other duties as may be assigned and determined by district needs.