

## Position Description

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

<b>Job Title:</b>	<b>Facility Manager – High School</b>
<b>Pay Table:</b>	Support
<b>Pay Grade:</b>	13
<b>FLSA Status:</b>	TBD
<b>Job Code:</b>	710
<b>Reports to:</b>	Principal/Custodial Coordinator

### **JOB SUMMARY**

Under the general direction of the Principal and Custodial Coordinator, the High School Facility Manager has responsibility for the cleaning and maintenance of the school building and grounds, supervises custodial employees, and schedules activities in the building.

### **ESSENTIAL JOB FUNCTIONS**

- Schedules cleaning and maintenance of the building and ensures that the work is done properly. Assigns duties to custodial employees and supervises their work.
- Schedules or assists with scheduling of building for extracurricular activities and contract usage. Directs setting up of facilities and equipment. Assigns and assists with monitoring use of building. Records or delegates recording of employees required, supervisor hours, equipment usage and hours facility is used for community and other events.
- Handles payroll for rental of the facilities. Maintains file of contracts, records vandalism and assesses any damages.
- Monitors and manages custodial budget.
- Inventories, orders and receives custodial supplies and equipment, keeping within the budget. Also receives, stores and delivers other school supplies and equipment.
- Unloads and assembles furniture and equipment. Moves file cabinets and other furniture.
- Interviews, hires and trains all custodial staff. Completes and submits personnel action forms. Monitors and approves payroll records.
- Evaluates job performance and handles discipline and documentation for employees. Makes recommendations regarding terminations.
- Trains the custodial staff in cleaning and maintenance procedures and in the safe use of hazardous materials. Conducts quarterly risk management inspection. Monitors MSDS program and trains custodians in correct use of cleaning chemicals. Represents school at district meeting and in district training seminars. May be assigned to train faculty in safe use of hazardous materials.
- Performs responsible duties for the security of the building, which includes locking the building, doing weekend and holiday building checks, and maintaining the fire and

- burglar alarms.
- Inspects, maintains, adjust and makes minor repairs to the heating and cooling systems, boilers, and electrical, mechanical, and sound equipment.
- Maintains and may repair custodial equipment (including equipment for grounds upkeep).
- Maintains and makes minor repairs to school fixtures and furniture (opens and repairs lockers for students, etc.).
- Cares for the grounds, including watering, mowing, and trimming the lawns, as well as removing ice and snow when necessary. Maintains and repairs sprinkling systems.
- Prepares and maintains athletic fields and gym floors. Installs and maintains athletic equipment. Supervises and assists with refinishing of gym floors.
- Assists the cooks with heavy lifting and other tasks. Has responsibility for cafeteria cleanup and waste disposal. Provides other assistance to food service personnel (lights pilot lights, etc.).
- Initiates work requests to the district, follows up on requests, assists the district maintenance staff working in the building, and maintains file of work requests.
- Coordinates with contractors on new construction and remodeling.
- Conducts or assigns staff to conduct weekend and holiday building checks.
- Remains on call 24 hours per day. Responds to calls from police, patrons, etc. Assists with bomb threats, intruders, etc.
- Assists school personnel with work requests and errands (delivers packages, picks up packages from post office, feeds fish, waters plants, may fill pop machines, etc.).
- May be required to adjust climate and lighting control systems.
- Assists in maintaining order and control.

### **MINIMUM REQUIREMENTS**

- High school graduation or equivalent education and/or experience.
- Completion of District 9-week custodial training course.
- Five (5) years of progressively responsible experience required.
- District custodial training course certification.
- District chemical safety training, asbestos training, and M.S.D.S. hazardous communications training required after hiring.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Understanding of cleaning and sanitation procedures.
- Knowledge of heating, cooling, electrical and sound system operations and ability to diagnose and make some minor repairs.
- Knowledge of cleaning chemicals and their uses.
- Knowledge of OSHA laws, Federal Employment Regulations, and the Utah Health Code.
- Basic computer skills desirable.
- Ability to organize and supervise and also ability to train custodians.
- Good interpersonal skills required for interactions with the public.
- Basic knowledge of asbestos maintenance.
- Ability to manage inventory and property.
- Ability to make budget recommendations and manage department budget.
- Ability to use or repair small and medium equipment and machinery.

**PHYSICAL DEMANDS**

Very heavy work: Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. The work also requires the following physical abilities in order to perform the essential job functions: balancing, climbing, crawling, crouching, feeling, fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity and walking.

**WORKING CONDITIONS**

Employees in this position work in a dynamic environment that requires them to be sensitive to change and responsive to changing goals, priorities, and needs.

*The Davis School District has the right to revise this position description at any time.*