

## 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.*

**Job Title:** Facility Manager – Elementary

**Pay Table:** Support

**Pay Grade:** 9

**FLSA Status:** Non-Exempt

**Job Code:** 714

**Reports to:** Principal/Custodial Coordinator

### **JOB SUMMARY**

Under the general direction of the Principal and Custodial Coordinator, the Elementary Facility Manager cleans and maintains the school building and grounds, supervises the custodial staff, and assists school personnel and students as needed.

### **ESSENTIAL JOB FUNCTIONS**

- Hires custodial staff members; trains and supervises full-time and part-time custodians, students and other assigned assistants; disciplines, evaluates performance of custodial assistants.
- Checks and signs custodial payroll records, approving hours.
- Schedules daily, weekly, monthly, quarterly and yearly duties so that the school is cleaned and maintained on a regular basis.
- Supervises and assists with the cleaning of the school (cleans and disinfects restrooms and drinking fountains; sweeps, buffs, mops, strips and waxes floors; vacuums and cleans carpets; empties garbage and cleans garbage cans; dusts; washes walls and woodwork; cleans inside and outside windows; washes desks and chairs; cleans up after children who are ill or injured (blood or vomit spills).
- Supervises and assist in moving teacher furniture and supplies. May require that blackboards, shelves, etc. be moved or adjusted.
- Receives, stores, distributes and maintains inventory of disposable school supplies.
- Monitors and manages budget for custodial supplies and equipment.
- Stocks towel and soap dispensers.
- Maintains and makes minor repairs on sprinkling systems.
- Assists cooks by lifting heavy supplies and by stocking shelves, bins and coolers.
- Sets up tables and chairs for school breakfast and lunch and assists with cleanup during meals. Assists in monitoring students in cafeteria.
- Checks and makes emergency and minor repairs to equipment and systems (heating and electrical systems, light fixtures, playground equipment, boilers, fans, hot water heaters, air compressors, pumps, motors, univents, furniture, etc.).
- Reports equipment and system malfunctions and repair requirements to maintenance

(problems, needed parts and equipment required). Follows up with maintenance to insure that repairs are made and assists maintenance personnel with repairs. Signs maintenance requests, indicating that work has been completed. Maintains record of maintenance calls and work/repair request file.

- Supervises and assists with outside maintenance, including snow blowing, shoveling and removing ice, lawn mowing, edging and trimming, weed control, sweeping, raking, watering, cleaning up trash, and maintaining outside storage shed.
- Performs responsible duties for facility security. Unlocks school building in the morning and turns on lights and fans. Locks school at the end of the day and conducts building checks on weekends and holidays. Coordinates security system requirements (calls to have system turned on and off as required for special events, security checks, etc.). Remains on call for security calls, and does daily building checks on weekends and holidays.
- Prepares for special programs by setting up the stage, chairs, and audiovisual equipment.
- Schedules or assists with scheduling of the building for extracurricular activities and contract usage. Monitors use of building. Records employees, supervisor hours, equipment usage and hours facility is used for community and other events.
- Refinishes the floor in the multi-purpose room.
- Inspects facilities for hazards. Assists with monthly fire and emergency drills. Checks fire extinguishers. Prepares and submits quarterly safety report and other district maintenance reports.
- Instructs faculty and staff in GHS/IPM procedures. Maintains GHS and IPM records and insures school compliance with requirements. Provides MSDS records to medical or police personnel in case of accidents or MSDS-related illness.
- Serves on emergency preparedness committee in school and attends district emergency training and meetings.
- Provides support to principal, teachers and students.
- May solve minor problems with copiers, computers, and other office equipment.
- Changes marquee messages.

### **MINIMUM REQUIREMENTS**

- High School diploma or equivalent.
- District custodial training program completion required.
- Two (2) years of experience related to the above tasks, knowledge, skills and abilities.
- District Custodial Training Certification.
- District chemical safety training, asbestos training, and GHS hazardous communications training required after hiring.

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

- Ability to read and write and perform basic mathematical functions.
- Basic understanding of the school equipment and systems (heating, cooling and electrical systems; alarm panels; intercom and bell systems; mechanical equipment, etc.).
- General maintenance and repair skills (plumbing, electrical, etc.)
- Knowledge of first aid desirable.
- Knowledge of hazardous communications GHS requirements.
- Ability to interact effectively with children.
- Computer skills.

- Ability to manage inventory and property.
- Ability to prepare purchase orders.
- Ability to manage department budget.
- Ability to use small office equipment and computers.
- Ability to use or repair small equipment.

### **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.*