

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: Assistant Facility Manager – High School

Pay Table: Support

Pay Grade: 11

FLSA Status: Non-Exempt

Job Code: 713

Reports to: Head Custodian

JOB SUMMARY

Under the general direction of the High School Head Custodian, the High School Assistant Head Custodian supervises assigned personnel, supervises evening/weekend use of building, and assists with the cleaning and maintenance of the school building and grounds. Sets up equipment for special events, and assists school personnel with work requests.

ESSENTIAL JOB FUNCTIONS

- Supervises and assists in cleaning assigned areas of the building. Assigns duties to custodial employees and supervises their work. Evaluates job performance and handles discipline and documentation.
- Supervises use of school buildings and locks up when needed. Monitors use of gymnasium, theaters, etc. (may involve up to 3,000 people throughout different facilities). Supervises and assists with setup of equipment and facilities (community school, community events, dances, dramatic productions, etc.). Supervises cleanup after events.
- Monitors building; assists with weekend and holiday building checks; may open and secure building; assists with maintenance and monitoring of fire and burglar alarm systems. Is on 24-hour call. Telephones police and fire departments as required.
- Assists in training the custodial staff in cleaning and maintenance procedures and in the safe use of hazardous materials.
- Assists in inspecting and maintaining equipment and facilities. Opens and repairs student lockers. Inspects, maintains, and may effect minor repair on the heating and cooling systems, boilers, and electrical, mechanical, and sound equipment. Maintains and may repair custodial equipment (including equipment for grounds upkeep). May be assigned to repair school fixtures, furniture and equipment. Assists with gym floor refinishing. Installs and maintains athletic equipment.
- Supervises personnel and assists with grounds maintenance. Waters, mows and trims the lawns. Removes ice and snow. Assists with service and maintenance of sprinkling system. Repairs fences. Assists with maintenance of athletic fields. Performs daily boiler checks.
- Informs the head custodian about repairs needed or problems to be addressed.

- Assumes supervisory duties during evenings, on weekends, during head custodian vacations and at other times when the head custodian is not available.
- May assist with the payroll for rental of building facilities.
- Assists school personnel with work requests and errands. May be required to assist the cooks with heavy lifting and other tasks. Supervises and assists with cafeteria cleanup and waste disposal.
- Reviews and makes recommendations regarding custodial budget.
- Assists with the inventorying, ordering and receiving of custodial and other school supplies and equipment. Assembles furniture and equipment. Distributes supplies.
- Assists with risk management program, conducting fire extinguisher and other safety and health inspections.
- Does emergency cleaning as needed (requires training in blood-borne pathogens).

MINIMUM REQUIREMENTS

- One (1) year to two (2) years of experience related to the above tasks, knowledge, skills and abilities or an equivalent combination of education and experience.
- High School diploma or equivalent.
- District custodial training program 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 calculations.
- Knowledge of cleaning and sanitation procedures.
- Knowledge of heating, cooling, electrical and sound systems.
- Ability to display basic computer skills.
- Mechanical skill and some knowledge of plumbing and carpentry desirable.
- Ability to use or repair small and medium equipment and machinery.
- Ability to prepare/process purchase orders and maintain inventory.

PHYSICAL DEMANDS

Heavy work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 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 safe, but 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.