

TITLE: Evening Buildings, Grounds and Security Supervisor

QUALIFICATIONS:

1. Fireman's Black Seal License and post-secondary training related to professional responsibilities
2. At least five years of experience in school building services
3. At least two years of supervisory experience preferred
4. Experience or training in heating, ventilating, plumbing, electrical, carpentry or general maintenance
5. Strong organizational and people skills
6. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

REPORTS TO: Director of Facilities and Operations and Director of Security

GENERAL FUNCTION: To provide support and supervision to the Custodial, Maintenance, Grounds and Security staff district wide during evening hours.

PERFORMANCE RESPONSIBILITIES:

1. Supervise all custodial, maintenance, grounds and security staff during the hours of 3 pm -11 pm Monday through Friday.
2. Assist in the creation of appropriate custodial, maintenance, grounds and security requirements for each district location.
3. Inspect all district locations on a regular basis to determine that high standards of workmanship, cleanliness, safety and security are maintained.
4. Ensure that standards consistent with all applicable local, state and federal laws are maintained regarding AHERA, RTK, 1PM, Indoor Air Quality, etc.
5. Assist in the establishment of detailed specifications pertaining to supplies, materials, equipment and local contract work.
6. Recommend the purchase of necessary equipment and supplies.
7. Maintain schedules of work for each district location and ensure compliance.
8. Assist in the comprehensive overall planning and scheduling of maintenance and repair requirements of district locations.
9. Assist in the planning and implementation of the preventative maintenance program district wide.
10. Assist the Director of Facilities and Operations and Director of Security with annual reviews of personnel as required.
11. Assist in managing and coordinating maintenance of district security hardware/software systems.
12. Assist in the coordination of all after hours safety/security drills with school administration and local law enforcement/OEM.
13. Assist in the coordination and scheduling of security personnel for before/after school events and programs.
14. Assist school/district administration in safety and security investigations as needed and appropriate.

15. Work cooperatively with district/school staff and law enforcement in matters of investigations related to safety and security.
16. Oversee the summer cleaning of buildings and assist with summer maintenance projects districtwide. Assist with overseeing grounds as needed or directed by the Director of Facilities and Operations. **
17. Must obtain the School Safety Specialist Certificate within one year of hire date.
18. Perform other related tasks as directed by the Superintendent, Business Administrator, and Assistant Superintendent, Director of Facilities and Operations or Director of Security.

** Summer duties dictate evening supervisor work day shift hours the months of July and August 8am – 4pm unless otherwise notated.

Terms of Employment: Twelve months per year. Salary as determined by the Board of Education.

Evaluation: Performance of this position will be evaluated in accordance with the Board of Education's policies and procedures on evaluation of administrative personnel.

Approved: