

POST FALLS SCHOOL DISTRICT NO. 273

Procedure Title: Non-Certified Personnel: Supervision

Section Title: Supervisor of Buildings and Grounds

Sub-Section No. 601.6a

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TITLE: BUILDINGS MAINTENANCE AND GROUNDS SUPERVISOR

QUALIFICATIONS: 1. High School Diploma
2. Demonstrated knowledge of the basic principles of construction, maintenance and landscaping.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Superintendent of Schools or his/her designee

SUPERVISES: Custodial Supervisor, maintenance and groundskeeping personnel

JOB GOAL: To provide all students with a physical learning environment that is safe, clean, attractive, pleasant, and functions in an efficient manner.

JOB RELATED FUNCTIONS: Directed activities shall include but not be limited to the following:

1. Assist with the recruitment, employment, assignment, transfer and evaluation of maintenance and groundskeeping (see above) personnel.
2. Organize a program of proper operation and maintenance of school facilities for departmental personnel.
3. Maintain records as required.
4. Schedule routine maintenance and grounds work.
5. Prepare and administer an annual budget for building and grounds maintenance.
6. Develop and supervise the facility safety program.
7. Oversee the operation of all heating, cooling and plumbing equipment.
8. Maintain inventories for all supplies and equipment.
9. Conduct safety inspections.
10. Perform other duties that may be assigned by the supervisor.

TERMS OF EMPLOYMENT:

Salary and work year to be established by the Board of Trustees.

EVALUATION:

Performance of this job will be evaluated annually by the immediate supervisor.

Amended: 4/8/96, 12/13/21

Reviewed: 2011, 2021