

St. Tammany Parish School Board
Department of Personnel
JOB DESCRIPTION

Division: Administration Department

Title: Supervisor of Maintenance and Custodial Services (FLSA Exempt)

Performance Responsibilities.

- Plans and coordinates all phases of the facilities maintenance and custodial activities.
- Prepares all written reports required for the efficient operation and performance evaluation of his/her office.
- Interviews and recommends to Superintendent applicants in the Maintenance Department.
- Evaluates and counsels maintenance and custodial personnel for promotion or deficiencies.
- Aids in preparing annual maintenance and custodial budget.

Any and all duties as assigned by Assistant Superintendent of Administration

Professional Development-Plans for professional self-development.

- Uses evaluations to grow professionally.
- Participates in activities that will facilitate professional growth and development.
- Makes use of recommendations for improvement.

Distinguishing features or characteristics of work.

- Responsible for administrative supervisory work in coordinating the activities of numerous groups of maintenance, custodial and labor-workers in performing specialized construction, maintenance and custodial activities. The incumbent of this position determines his/her own work methods and is expected to act on his/her own discretion.

The Superintendent reserves the right to change the job and any/all duties as required with advance written notification.

Minimum Qualifications: United States citizen or authorized alien; High School Diploma; five (5) years of professional experience in the supervision of maintenance services at the management level with at least 20 employees and multiple job sites; physical and mental stamina and abilities to perform job functions, tasks, and duties.

Desirable Qualifications: College degree in business or engineering.

Terms of Employment: 12 months per year; salary in accordance with current salary schedule.

Reports to: Assistant Superintendent of Administration.

Supervises: Maintenance and custodial personnel.

Job goal: To assist the Superintendent in maintaining the best educational facilities possible.

Signature of Evaluatee: _____

Signature indicates that the evaluatee has received the performance responsibilities and evaluation instrument for the position.

Printed Name of Evaluatee: _____

Evaluatee's Employee Identification Number: _____

(MUNIS ID #)

Date: _____

Signature of Evaluator: _____

Signature indicates that the evaluatee has reviewed the performance responsibilities and evaluation instrument for the position and has so indicated to the evaluator.

Revised 6/2011