

**ST. TAMMANY PARISH SCHOOL BOARD**  
**Covington, Louisiana**

**Title:** Building Manager – Central Office

**Minimum Qualifications:**

1. U.S. citizen or authorized alien
2. High School diploma
3. Experience in property management
4. Experience in the supervision of staff

**Terms of Employment:** Twelve (12) months per year, salary in accordance with current salary schedule

**Reports To:** Assistant Superintendent of Administration

**Job Summary:** Responsible for the security, maintenance, and physical condition of the Central Office building and grounds. Responsible for coordinating and supervising the activities of various specialized workers and contracted personnel.

**Essential Job Functions:**

- Conducts inspections of facility in a timely and constructive manner
- Coordinates the maintenance of the facility, grounds, furnishings, and all basic requirements of the facility
- Establishes and maintains lines of communication with all facility personnel
- Prepares written reports as required for the efficient operations of the facility
- Assists with interviewing, supervising, and evaluating facility custodial staff
- Assists with scheduling of support staff and records time and attendance
- Establishes new employees with access codes to the facility
- Assists with the planning and coordination of the facilities maintenance and custodial activities
- Key holder prepared to attend out of normal work hours as required
- Ensures proper scheduling of set up and take down for meetings and events as directed
- Responsible for inventory of materials, supplies, and records
- Attends staff meetings and School Board meetings as required
- Coordinates the courier schedule for the district
- Coordinates and accurately records usage of the US Mail, UPS, FedEx, and company vehicles
- Responsible for bank deposits as required

**Additional Responsibilities/Physical Demands:**

- Other duties as assigned by supervisor
- Primarily a position of administrative and supervisory nature, certain physical demands are required

**Accountability:** Performance of this job will be evaluated in accordance with provisions of the Board's policy for Evaluation of Support Services Personnel.

The Superintendent reserves the right to review, update, or change the job and any/all duties due to change in job content, organizational structure, or state or federal laws.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed and Agreed to by: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Incumbent's Name (Please Print)

\_\_\_\_\_  
Employee Identification Number

Original- Human Resources

Copy- Supervisor

Copy- Employee