

**POSITION DESCRIPTION**

Position Title: **ASSISTANT FACILITIES SUPERVISOR**

TYPE: Supervisor  
Exempt

REPORTS TO: Facilities Supervisor

**POSITION SUMMARY:**

In collaboration with the Facilities Supervisor, the Assistant Facilities Supervisor will assist in the supervision of all Custodial, maintenance, repair, remodeling, construction, grounds, and planning activities relating to all district facilities and grounds in order to provide for safe, clean and attractive facilities and grounds.

**MINIMUM QUALIFICATIONS:**

1. High School Diploma or equivalent as required by OAR 581-37-030.
2. 18 years of age or older.
3. A minimum of 4 years of experience supervising custodial/grounds maintenance or related field.
4. Experience leading, directing and assisting others in completing custodial/facilities and grounds maintenance tasks.
5. Possess and maintain a valid Oregon Driver's License.

**ESSENTIAL FUNCTIONS:**

1. Communicates effectively and appropriately in both oral and written form.
2. Understand and follow oral and written instructions.
3. Assist in staff assignment.
4. Assist in monitoring facilities and grounds for needed repairs and maintenance.
5. Assist in the monitoring and review of custodial and maintenance staff.
6. Assist in the monitoring of facility use.
7. Assist in staff problem solving and conflict resolution.
8. Organize and effectively manage multiple tasks.
9. Set and monitor standards for custodial facility maintenance work.
10. Assist in setting priorities for repair and remodeling taking into consideration safety, need, utility and finances.
11. Assist in development of, and manage the implementation of, short and long range planning for remodeling, capital construction, facility security, and emergency response.
12. Estimate costs for projects and other facility needs.
13. Ensure that equipment, supplies and materials are available so that tasks may be completed in a timely and efficient manner.
14. Assist in the ordering of materials, supplies and equipment.
15. Conduct training of custodial maintenance/grounds and grounds staff in such areas as safety practices, equipment use and preventative maintenance programs, etc.

16. Prepare documentation for the purpose of providing written support and/or conveying information.
17. Develop and submits reports as required by supervisor.
18. Compose, interpret and comprehend technical reports, bid specifications, blueprints, and other technical documents.
19. Knowledge of laws, regulations and codes pertaining to building and facilities management.
20. Inspect system components of the physical plant and sidewalks, fences, roads, etc. for the purpose of identifying potential repairs and ensures an ongoing program of preventative maintenance.
21. Responds to emergency situations (e.g. facility damage, damaged playground equipment, roof leaks, fire / security alarms etc.) for the purpose of resolving immediate safety issues.
22. Reports safety and fire hazards to the Facilities Supervisor or Building Administrator promptly.
23. Communicate with site administration and staff regarding program activities and issues.
24. Comply with local laws and procedures for storage and disposal of trash, rubbish and waste.
25. Maintains a high level of ethical behavior and confidentiality when dealing with student and staff information.
26. Follows all safety rules and takes all reasonable precautions to provide a safe and secure working environment.
27. Demonstrates support for District Core Values, District Mission, District Strategic Plan.
28. Collaborates and confers with students, parents, colleagues, and community members in a harmonious and respectful manner.
29. Assists parents and community members as needed.
30. Demonstrates an awareness of and sensitivity to multicultural and multilingual values and environments.
31. Comply with professional development activities as required by the District.
32. Holds expectations for high performance of self and students.
33. Demonstrates computer literacy and operates software programs as related to job responsibilities.
34. Maintain accurate, complete, and confidential records as required by law and District policy and regulations.
35. Maintain the integrity of confidential information relating to a student, family, colleague, or district patron, and uses or relays academic, social or personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.
36. Follow all laws, District policies, rules, regulations, memos, announcements, and reasonable requests by proper authority.
37. Maintain regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedules.

**OTHER REQUIRED:**

1. Criminal Justice Fingerprint Clearance
2. Possess and maintain a public pesticide applicators license (must obtain within 6 months of employment)

3. The employee is expected to be dressed and groomed in a neat, clean, and appropriate professional manner for the assignment and work setting.
4. This position is performed in both an indoors and an outdoors in a variety of locations, including all facility and grounds areas. Extreme variations in weather and temperature can occur. In some instances, work areas can be constricted, dirty and/or present hazards.
5. In cases in which the employee is required to travel between sites, the employee is responsible for his/her own travel and will be reimbursed for approval mileage.
6. Evening and/or extended work hours or days are often required.
7. Possible exposure to bodily fluids due to student or employee illness or injury.
8. May be required to obtain a First Aid and/or CPR Card and serve as a Designated First Aid Provider.
9. Must pass a post job offer physical assessment as designated by the district
10. Occasionally performs other duties as required by supervisor

**PHYSICAL DEMANDS:**

Physical Work Requirements:  Yes  No  
 If yes, see addendum to Assistant Facilities Supervisor description.

**TERMS OF EMPLOYMENT:**

Current work year of approximately 260 day (12 month), subject to change. The core hours of this position are determined by the needs of and the time of the year in the district. Salary and benefits and working conditions as determined by District Board.

**EVALUATION:**

Following the probationary period, performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of classified personnel.

**EMPLOYEE STATEMENT:**

“I have reviewed the above position description and understand its contents.”

“I understand the most recent position description for this position supersedes all prior position descriptions, which are hereby rescinded.”

“I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents.”

“I hereby certify that I am able to fulfill the essential functions of the above position.”

\_\_\_\_\_  
 Employee Name (Print)

\_\_\_\_\_  
 Employee Signature

\_\_\_\_\_  
 Date