

Birmingham Community Charter High School

Lead Building/Grounds Worker

Title: Lead Building/Grounds Worker
FLSA Status: Non-Exempt
Reports to: Plant Manager and Site Administrator
Supervises: General supervision is exercised over Building and Grounds Workers

DEFINITION:

Under the supervision of the Plant Manager, organizes and coordinates work assignments and general supervision of assigned Buildings and Grounds Workers on an assigned shift; responsible for ensuring assigned buildings and adjacent grounds areas are maintained in a clean, sanitary and safe condition and in accordance with Board policies and State requirements.

ESSENTIAL FUNCTIONS:

- Coordinate cleaning and inspect the work of Building and Grounds Workers assigned to the evening custodial shift
- Check plant security and intrusion alarms; locks and unlocks doors, gates, and windows; and reports discrepancies and any damage identified
- Assure that cleaning and other custodial assignments are completed satisfactorily, reassign duties as necessary to meet unforeseen circumstances and assure that facilities and equipment are ready for use by various groups
- Ensure special event set-ups are completed by following the special events calendar
- Provide information to school patrons and visitors regarding facilities and regulations, respond to requests for special services, may escort persons on campus and represents the school to the public when the school is used as a community center
- Train Building and Grounds Workers in the selection and use of equipment and materials, safety practices and approved procedures
- Ensure that custodial and other equipment needed by crews is procured and/or repaired in a timely manner
- Provide OSHA training in coordination with the Plant Manager on a monthly basis to Building and Grounds Workers assigned to the evening shift
- Supervise the moving of equipment within the site
- Receive, check, and store supplies and equipment
- Maintain custodial supply inventory and submit requests for supplies to the Plant Manager
- Maintain records and make reports, including reports on damage to facilities and equipment
- Provide feedback to the Plant Manager in the evaluation process regarding the performance of assigned staff
- May participate in the interview process and contribute to the selection process
- May fill in as Lead Building/Grounds Worker in the absence of the Plant Manager on the day shift during school vacation cleanups, summer months, minimum days
- Coordinate with the Plant Manager assigned employees to complete major summer projects
- Performs related duties as assigned

KNOWLEDGE OF:

- Proper cleaning or polishing agents to use on various types of surfaces, including metals, woodwork, floors and floor coverings
- Building facilities, including low-pressure heating plants and electrical systems as they pertain to the operation of buildings
- Provisions of the California State Health and Safety Code pertaining to air pollution
- Fire and safety ordinances and regulations affecting school buildings, cleaning equipment, and safe work practices in custodial and gardening activities
- Effective techniques of training
- Methods, materials and equipment for building and grounds work and activities
- Operational principles and characteristics of heating and air conditioning equipment

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- Principles and procedures of reporting information and keeping records

ABILITY TO:

- Use and instruct others in the use of custodial and gardening supplies and equipment for grounds, lawn and floor maintenance
- Use common hand tools and make minor repairs
- Plan, schedule, assign, Building and Grounds Workers in a custodial maintenance program
- Understand and carry out oral and written instructions
- Prepare and maintain records of custodial activities and services
- Establish and maintain effective and cooperative working relationships
- Maintain records and prepare reports
- Work harmoniously with school personnel and the public

EDUCATION:

Graduation from high school or evidence of equivalent educational proficiency.

EXPERIENCE:

Three years of experience in janitorial, custodial, or building and grounds maintenance work, including at least one year of experience as a lead, directing the work of janitors, custodians and or grounds workers in the maintenance of buildings and grounds.

SPECIAL:

A valid California Driver License and use of an automobile may be required for some positions

PHYSICAL DEMANDS:

- Safely lift and move heavy supplies and equipment
- Stand and walk for long periods of time
- Lift, carry, push, pull, bend, twist, stoop, kneel, walk, run, and crawl
- Perform moderate to heavy physical exertion
- Lift and carry up to 50 pounds
- Reach in all directions
- Stand, sit and walk for extended periods of time
- Work predominantly in outdoor environment, including possible adverse weather conditions
- Read, interpret, and apply rules, regulations, policies and procedures

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

Right to Revise:

This job description is not meant to be all-inclusive and the Charter School reserves the right to revise this job description as necessary without advance notice.

The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed, as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer without notice.

Employee: I have received a copy of the above Job Description and agree to direct any questions to my supervisor.

Employee Signature

Date