

Approved Support and Booster Organizations*
December 17, 2013

Revere Alumni Association

C.A.R.E.

Revere Music Parents Association

Revere Middle School PTA

Revere Players Booster club

Hillcrest Elementary PTA

Bath Elementary PTA

Revere High School PTSA

Revere All Sports Booster club

*The organizations listed above exist for the sole purpose of supporting the Revere Local School District but are separate & independent organizations for which the school system has no legal responsibility or accountability.

New Document

**REVERE BOARD OF EDUCATION
JOB DESCRIPTION**

Position: Facilities Maintenance Supervisor

Reports to: CFO-COO

Employment Status: 260 days / 20 days vacation / 3 days personal leave

FLSA Status: Non-Exempt

GENERAL RESPONSIBILITIES

Supervise/perform maintenance duties that relate to the school plant, school buildings, facilities, equipment, athletic venues and grounds operation. Ensure that all tasks performed by maintenance personnel, grounds keepers, and building custodians, hereafter referred to as Assigned Staff, are of high quality and meet professional standards. Generally be able to respond to emergencies on a 24-hour on-call basis. Promote safety practices and procedures consistent with OSHA, PERRAC and Ohio Administrative Code. Oversee work projects performed by outside vendors. Be responsible for both physical plant and grounds.

NOTE: The lists below are not ranked in order of importance

ESSENTIAL FUNCTIONS

- Supervise all Assigned Staff.
- Coordinate the general maintenance, preventive maintenance and moving of equipment and supplies for all buildings and grounds.
- Be responsible for the knowledge of and supervision of the care, condition, appearance, repair, maintenance or replacement of all physical equipment, buildings, facilities, and grounds.
- Develop work schedules for Assigned Staff, delegate assignments relevant to their areas of expertise and check work for completion.
- Coordinate and effectively communicate custodial activities in collaboration with Building Principals.
- Be able to work under pre-defined time lines to insure work assignments are completed on schedule.
- Have knowledge of and be able to perform welding, carpentry, electrical, plumbing, roofing and equipment repair work as needed and directed within licensure limits, as well as maintain and service HVAC/Boiler systems, including automatic controls & safety equipment.
- Maintain inventory procedures for supplies, materials and equipment.
- Create and maintain a system of records for maintenance activities.
- Determine the requirements for the requisition and purchase of supplies, equipment and materials for Assigned Staff. Monitor the usage of those supplies for proper use and inventory levels.
- Be responsible for approving timecards, leave days and overtime for all Assigned Staff and submitting those records to payroll as necessary.
- Evaluate and make recommendations regarding transfers, promotion, hiring and discipline of Assigned Staff in regular consultation with supervisor.
- Be responsible for assurance that the required maintenance personnel and grounds personnel are on duty for regular assignment and other tasks as necessary.
- Assist with the development and management of the Departmental budgets for Assigned Staff and insure controls are in place for cost savings.
- Provide input for support staff contract negotiations.
- Assist in planning/implementing major construction projects – design, bidding, contracts and construction management.
- Be available to be on call for emergencies.
- Inspect each building regularly to monitor conditions and determine needed repairs and maintenance. Assist the Building Principal in establishing maintenance, custodial and grounds priorities.

- Load and unload trucks, make deliveries and fill in for openings for Assigned Staff if directed by supervisor.
- Keep informed of new maintenance techniques and serve as a source of information on areas involving buildings and grounds. Assist in developing professional development programs for Assigned Staff.
- Ensure that safety standards are maintained in compliance with all laws pertaining to OSHA (PERRAC) including but not limited to staff training, regulations regarding school facilities, and staff and student safety. Includes but is not limited to knowledge of asbestos, hazard communication, lockout, tag-out, confined space, blood-borne pathogens, etc., regulations and record keeping.
- Establish a preventative maintenance program for site and facilities aligned with the OFSC guidelines.
- Maintain quality with a high degree of technical skill, through one on one, team meetings and special programs.
- Maintain records including, but not limited to, building repairs and inspections, playground repairs, health and safety repairs, fire extinguisher/emergency life safety repairs and preventive maintenance.
- Have knowledge of grounds maintenance and the ability to supervise the upkeep of school grounds and athletic fields.
- Establish and maintain appropriate records and inventory of tools, supplies, materials and equipment.
- Perform other duties as may be deemed necessary and assigned.

QUALIFICATIONS

1. High school diploma or GED. Associate or post-secondary degree preferred.
2. Excellent interpersonal skills with customer service mind-set.
3. Ability to work with people and demonstrate quality leadership skills to direct personnel in a positive manner. Work with the public in an appropriate way and act as role model for students.
4. Shall have a thorough knowledge concerning the care, operation, maintenance and preventative maintenance of school sites, buildings and equipment.
5. Shall have the ability to make clear and comprehensive oral and written reports.
6. Leadership ability with three (3) years of supervisory experience in a similar position preferred.
7. Have a minimum of five (5) years maintenance/construction work experience.
8. Shall have a thorough knowledge of all current OSHA (PERRAC), OSFC and all other state regulations pertaining to building maintenance and safety.
9. Must have the ability to use a computer with experience in the use of Microsoft Office Suite.
10. Must have an excellent driving record and the ability to be insured by the district's fleet insurance provider.
11. Must have good health and a strong attendance record. Must be physically able to perform the items listed in essential duties.
12. Must be able to operate a variety of machinery including snowplows, mowers, and tractors. Operators license with heavy equipment desirable.
13. Must have boiler operation experience with an Ohio Boiler Operator's license or ability to obtain license within one year of employment.
14. Must hold or be able to attain the Building Operator Certification as required by the Ohio Revised Code.
15. Licensed in HVAC, Electrical and Plumbing.
16. Other such qualities and qualifications that the Board of Education, Superintendent and CFO/COO deems reasonably appropriate.

PHYSICAL REQUIREMENTS

1. Ability to stand and walk for extensive periods of time.
2. Ability to drive.
3. Ability to work in an environment with exposure to maintenance chemicals.
4. Ability to periodically lift items up to fifty (50) pounds.
5. Ability to work in extreme weather conditions.

Other Duties and Responsibilities

- Demonstrate regular and punctual attendance
- Demonstrate a positive work ethic
- Work cooperatively with others in small groups
- Promote good public relations with District staff and community members

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

Superintendent or designee

Date

CFO-COO

Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Signature

Date

Adoption date: December 17, 2013