



# SUPERVISOR

## MAINTENANCE AND GROUNDS

### JOB DESCRIPTION

**JOB TITLE:** Supervisor - Maintenance and Grounds  
**REPORTS TO:** Coordinator of Facilities  
**LOCATION:** Education Support Services

**FLSA STATUS:** Exempt  
**PAY GRADE:** SAT 9  
**DAYS:** 260  
**JOB ID & DATE:** SAT-42, May 2023

---

### JOB PURPOSE SUMMARY

Plans, coordinates and supervises the maintenance and grounds of all district facilities and properties; confers with subordinates on methods and procedures of work and supply, solves operational problems and conflicts; determines by inspections and/ or review of reports and requests, the need for buildings and grounds maintenance and repair.

### REQUIREMENTS

#### Education Level Details

Bachelor Degree preferred or Associate Degree with multiple years of maintenance experience at a supervisory level. Work experience managing maintenance departments or enterprise-wide grounds crews may be considered in lieu of a bachelor degree.

#### License / Certification / Language Required

Valid Colorado Driver License

#### Work Experience Required

More than five years of administrative or supervisory experience in maintenance services preferred

#### Other Skills and Abilities Required.

Familiarity with state workplace statutes and Federal OSHA regulations appropriate to management and operations of custodial services.

Knowledge of technological applications as related to Maintenance Services functions.

Knowledge of drug testing policies and procedures

Oral and written communication skills

Critical thinking and problem-solving skills

Ability to maintain confidentiality in all aspects of the job

Ability to manage multiple tasks with frequent interruptions and manage multiple priorities

Knowledge of and ability to interpret life safety codes, ADA regulations, and state, city, and local statutes and regulations

Ability to develop intricate budgets and perform detailed analysis of budgets

### KEY FUNCTIONS, ESSENTIAL DUTIES AND RESPONSIBILITIES

#### General

- Directs the scheduling and operation of work crews in the Maintenance & Grounds Department.
- Develops and executes maintenance and construction programs.
- Determines the need for emergency renovation, carpentry services, plumbing, electrical, etc.; prepares work schedules; requisitions materials, tools, and equipment needed to complete job tasks.
- Initiates action to correct or repair damaged property; assigns crews to perform work; and inspects work upon completion.
- Supervises and inspects all work performed by work crews in the Maintenance & Grounds Department.
- Works closely with various school officials and department heads to determine current and future needs.
- Maintains all records of repairs, renovations, and scheduled preventative maintenance.
- Drafts plans, prepares specifications and develops technical information for plans and specifications.
- Responsible for all aspects of identification, planning, development, budgeting and execution of projects associated with maintenance and repair of school plants and equipment.
- Provides technical information and guidance to school authorities concerning maintenance and repair of school plant and operation.
- Enforces state, local, and school system policies and standards.
- Performs follow-ups on maintenance and service procedures and sub-contractors
- Supervise the mowing, trimming, edging , and weeding of all campus facilities and properties
- Supervise the exterior cleaning of facilities including pressure-washing, cleaning graffiti, trimming of trees, replacement of gutters and failed drainage systems, upkeep of playground equipment, and painting of non-brick surfaces.
- Ensure sidewalks and parking lots are free from ice and snow

#### Budget

- Manage budgets for all funds associated with maintenance operations, including equipment replacement and securement of repair supplies and equipment.
- Maintain accurate inventory and purchasing records
- Follow all purchasing requirements of the district including bid requirements.

Safety and Training

- Establish and implement entry level and ongoing training programs for Maintenance & Grounds employees.
- Hire, train, mentor, coach and conduct evaluations of personnel. Mediate conflict resolution. Promote a productive department environment by recognizing and solving problems and encouraging teamwork, creativity, and understanding.

Documentation

- Maintain accurate documentation.

Other

- Perform other duties as assigned.

**SUPERVISORY RESPONSIBILITIES**

Grounds and Maintenance workers.

**PHYSICAL REQUIREMENTS/WORKING CONDITIONS**

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

**Physical Demands:** While performing the duties of this job, the employee is occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl.. The employee must regularly lift and/or move up to 40 pounds.

**Work Environment:** While performing the duties of this job, the employee will work primarily in offices, hallways, gyms, classrooms, bathrooms, shops, playgrounds, cafeterias, portable buildings and pool environments. The Employee may be required to work from a remote location in the event of a district shut-down or other event.

**Mental Functions:** While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.

Employee Printed Name: \_\_\_\_\_

Employee ID Number: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_