

JOB TITLE: BUILDING AND GROUNDS SUPERVISOR

QUALIFICATIONS:

1. High School diploma, equivalent (GED), or demonstrated proficiency through previous job experience and/or training in related performance responsibilities listed below.
2. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
3. Ability to read and interpret basic cleaning supplies directions and/or instructions.
4. Ability to stoop, bend, lift up to 50 pounds and be on his or her feet for an 8 hour shift.

REPORTS TO: Assistant Superintendent

JOB GOAL: To work toward maintaining the physical school plant.

PERFORMANCE RESPONSIBILITIES:

1. Formulates and implements methods, procedures and schedules for maintenance activities, assigns work tasks and makes periodic checks to verify assigned tasks are progressing with maximum efficiency and productivity.
2. Maintains adherence to district policies/procedures, department requirements, safety standards and custodial cleaning practices.
3. Assures that machinery, equipment, vehicles and facilities are properly maintained for efficient operations.
4. Works with other political subdivisions and regulatory agencies.
5. Arranges to have appropriate department production records prepared and maintained.
6. Makes cost estimates for work as needed/requested.
7. Maintains good employee relations.
8. Assures efficient and economical utilization of materials, improvement of methods and elimination of unproductive practices within the department.
9. Schedules and approves employee overtime as required.
10. Reads and interprets construction plans and specifications.
11. Makes cost estimates for replacements and repairs.
12. Evaluates work performance of subordinates.
13. Maintain regular attendance.
14. Maintain confidential nature of all school-related matters.
15. Other tasks and responsibilities as assigned by the Assistant Superintendent.

EMPLOYMENT: Salary and work year to be established by the Board of Education.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Personnel.

Signed: _____ Date: _____
(Building and Grounds Supervisor)

Signed: _____ Date: _____
(Assistant Superintendent)