

MAINTENANCE SUPERVISOR

POSITION TITLE:

Maintenance and Custodial Supervisor of Building & Grounds

PRIMARY FUNCTION:

To hold the chief responsibility for maintenance of all equipment, machinery, and buildings – both interior and exterior, and to be responsible for the building site, sidewalks, and parking lot maintenance. Ensure satisfactory cleanliness of all buildings.

KEY DUTIES:

1. Open buildings each morning.
2. Raise and remove the flags daily.
3. Inspect heating and other mechanical equipment daily.
4. Requisition and inventory all maintenance and custodial supplies for the district.
5. Make recommendations to the superintendent concerning maintenance needs.
6. Perform minor maintenance and repair in regard to the electrical, plumbing, and heating system.
7. Be responsible for keeping the ground free of litter, keep walkways and entryways swept.
8. Replace broken window, repair doors, locks, furniture, and perform other minor carpentry work as needed.
9. Supervise student and adult workers.
10. Pick-up office, custodial, and classroom supplies as requested.
11. Make sure all windows and doors are securely fastened if last to leave the building.
12. Be available for night activities when needed.
13. Help unload freight.
14. Secure as needed food from freezer and cooler for lunchroom.
15. Clean up spills when requested to do so.
16. Ensure building and ground are clean for night activities.
17. Keep walkways and entryways free of snow and ice.
18. Clean lunchroom following lunch. Mop floor daily. Buff as needed.
19. Inspect restrooms frequently during the day.
20. Keep all entryway windows clean.
21. Dust window ledges and other areas as needed.
22. Be able to squat, climb ladders, sustain prolonged standing, lifting (up to 60 lbs.), and handling of equipment required for the job.
23. Any other responsibility request by the superintendent or business manager.
24. Supervise and evaluate all custodial help.

ORGANIZATIONAL RESPONSIBILITIES:

Will be responsible to the Superintendent and will supervise student and adult custodial helpers.

WORK SCHEDULE:

6:30 a.m. – 2:30 p.m., Monday through Friday; 12 months with 2 weeks paid vacation after first year worked.

SALARY:

Salary will be set by the Board of Education annually. Full-time custodian will be paid 8 hours for the following holidays: Thanksgiving and the Friday following Thanksgiving, Labor Day, Memorial Day, Christmas Eve & Christmas Day, New Year’s Day and Fourth of July.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully preform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is required to stand for prolonged periods; sometimes required to move heavy objects such as furniture or equipment; required to operate power equipment such as buffers and scrubbers; required to tolerate noise from power equipment. While performing the duties of this job, the employee is frequently required to stand; walk; use hands and arms to reach; stoop; kneel, crawl, or crouch. The employee is occasionally required to climb or balance; talk, hear, or smell. The employee may frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 75 pounds. Specific vision abilities required by his or her job include close vision, distance vision, and peripheral vision. The employee is occasionally exposed to wet/or humid conditions; high, precarious places; fumes or airborne particles; toxic chemicals, and is responsible for observing all safety requirements and performing in a safe and responsible manner. The employee is frequently involved on social interactions, which require oral and written communications. The employee should possess sufficient hearing to hear conversations in person and on the telephone. The employee frequently works within time constraints and maintains attentiveness intensity. The employee frequently exercises flexibility (ability to shift from one task to another).

