



Seattle Public Schools Facilities Supervisor

SALARY	\$99,257.60 - \$127,441.60 Annually	LOCATION	John Stanford Center for Educational Excellence, WA
JOB TYPE	Full-Time	JOB NUMBER	27031
DEPARTMENT	Custodial Area 1	OPENING DATE	04/27/2026
CLOSING DATE	5/7/2026 5:00 PM Pacific	SUBJECT AREA	N/A - THIS IS NOT A TEACHING POSITION
FTE	1.0		

Overview of Position

Under general direction of the Director of Facility Operations, supervises and coordinates activities of assigned custodial, grounds, and maintenance staff engaged in keeping buildings and physical structures in clean, safe, and orderly condition. They provide supervision and direction, and perform inspections of custodial services, grounds, maintenance repairs, and preventative maintenance of all District buildings in their assigned area. They respond to client requests, com-plaints, and concerns, and coordinate assigned administrative and supervisory projects and activities. They recruit, interview, provide orientation, and provide training for new hires.

Essential Functions

10%

- Establishes and maintains an effective system of communication within the organization
- Establishes and maintains effective working relationships with diverse groups and individuals
- Assists in department administration, such as, developing procedures, researching special projects, creating and maintaining a variety of reports, serving on a variety of committees, and performing a variety of ongoing projects

10%

- Coordinates capital projects and activities from initiation to completion
- Ensures project goals and service needs are met
- Provides liaison with District staff, the public, and governmental agencies, as needed
- Acts as a consultant to District building staff regarding facility operations, functions, and activities

10%

- Inspects District facilities and grounds in assigned territory to ensure District standards of cleaning, maintenance and personal behavior of staff are upheld
- Works with staff to improve deficiencies; documents all maintenance deficiencies and coordinates scheduling of repairs
- Routinely discusses with assigned staff the condition of assigned buildings

10%

- Supervises the activities of facility operations staff working multiple shifts in assigned buildings and facilities; ensures adherence to work schedules
- Trains staff to ensure proper health and sanitation techniques are followed
- Provides guidance and assistance to employees in resolving problems
- Develops staff training for regular and on call employees as required

10%

- Conducts performance appraisals of lead Custodial, Maintenance, Grounds, support services, and operations specialist personnel and develops measurable performance goals and objectives
- Re-recommends performance appraisals for other Facility Operations personnel, hiring, staff placement and retention, transfers and disciplinary action

10%

- Investigates and/or tests new supplies, equipment and tools
- Prepares reports on test results
- Establishes and maintains files of catalogs, price lists, technical data, and test results of Facilities materials and equipment
- Ensures adequate levels of facilities equipment and supplies at buildings by reviewing purchases and requisitions, and maintaining a building equipment database.

10%

- Prepares progress reports for principals and building managers, as necessary
- Reviews and inspects repairs made by custodians, grounds, and maintenance staff

10%

- Reviews and updates scheduling of preventive maintenance for assigned buildings, tracks project completion and projected costs, and assists management in developing budget projections

10%

- Assists in the preparation of daily work schedules and time estimates for mechanical and other special custodial and maintenance services and estimates staffing requirements for substitutes for evening and weekend use of buildings and emergencies

10%

- Responds to requests or emergencies involving use of assigned buildings on evenings and weekends

OTHER FUNCTIONS:

- Serves as backup to Management during absences or when unavailable.
- Performs related duties consistent with the scope and intent of the position as requested.

DISTRICT WIDE CORE COMPETENCIES:**Collaboration**

Develops cooperation and teamwork while participating in a group, working toward solutions which generally benefit all involved parties.

- Is seen as a team player who encourages efficient and effective collaborations.
- Works skillfully in difficult situations with both internal and external groups.
- Represents his/her own interests while being open-minded to other groups.
- Builds respectful and productive relationships internally and externally.

Getting Results (Action Oriented)

Performs work with energy and drive; values planning, but will take quick, decisive action when an opportunity presents itself.

- Demonstrates a strong sense of urgency about solving problems and getting work done.
- Focuses on achieving the goal even in the face of obstacles.

- Assumes responsibility for starting and finishing work with minimal supervision.
- Strives for new levels of performance.

Decision Quality & Problem Solving

Uses analysis, wisdom, experience and logical methods to make good decisions and solve difficult problems with effective solutions; appropriately incorporates multiple inputs to establish shared ownership and effective action.

- Weighs the consequences of options before making a decision.
- Applies appropriate criteria to situations for the purpose of making decisions.
- Displays self-confidence in own judgment.
- Focuses in the facts and solutions instead of opinions and problems.

Integrity

Is widely trusted; is seen as a direct, truthful individual; presents truthful information in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.

- Deals with people and situations in an honest and forthright manner.
- Represents information and data accurately and completely.
- Represents the confidentiality of information and concerns shared by others.
- Takes ownership if a mistake is their own and does not blame others.

Accountability

Holds self and others accountable for measurable high-quality, timely and cost-effective results; determines objectives, sets priorities and delegates work; accepts responsibility for mistakes; complies with established control systems and rules.

- Takes responsibility and action as if the risks (financial or otherwise) are his or her own.
- Holds individuals and team accountable for their actions and results.
- Initiates action even if outcome is uncertain and is willing to accept the consequences of failure.
- Aligns own activities and priorities to meet broader organizational needs.
- Demonstrates courage and confidence in his or her own ability.

RELEVANT COMPETENCIES:

Customer Focus

Commits to meeting the expectations and requirements of internal and external stakeholders; acts with stakeholders in mind; values importance of providing high- quality

- Makes customers and their needs a primary focus of his/her actions.
- Thinks ahead and considers the impact of actions both internally and externally.
- Develops trust, credibility and maintains strong relationships with customers.
- Goes the extra mile to satisfy customer needs and expectations.

Managing and Measuring Work

Clearly assigns responsibility for tasks and decisions; sets clear objectives and measures; monitors process, progress, and results; designs feedback loops into work.

- Identifies labor and resources required to efficiently complete job functions.
- Develops effective communication tools to train and interact with team members.
- Develops key metrics and business drivers to monitor job functions and report on progress.

Planning

Accurately determines the length and difficulty of tasks and projects; sets clear, realistic and measurable goals; sets priorities and time parameters to accomplish tasks and projects; anticipates roadblocks and develops contingencies to redirect tasks so momentum is not lost.

- Allocates and coordinates time effectively and efficiently to avoid conflicts.
- Anticipates potential problems and develops plans to address them.
- Develops an appropriate work plan to achieve results.
- Monitors progress, responds to problems and measures performance.

Motivating Others

Creates a climate in which people want to do their best; can assess each person's strengths and use them to get the best

out of him or her; promotes confidence and optimistic attitudes; is someone people like working for and with.

- Creates a climate in which people want and choose to do their best.
- Makes each individual feel that his/her work is important.
- Creates a high performance environment where every employee works together to accomplish goals.

KNOWLEDGE, SKILLS AND ABILITIES:

- Custodial, grounds, and maintenance practices and procedures
- Principles and practices of supervision, training, motivation, and counseling
- Principles, practices, and techniques of project management, including budgeting and evaluation
- Regulations regarding boiler operation and maintenance
- Proficient with Microsoft Office products
- Oral and written communications
- Data analysis
- Analyze data and problems to recommend effective solutions
- Multi-task, oversee multiple activities and projects simultaneously
- Establish and maintain effective working relationships with District staff, Labor partners, and administrators
- Motivate others and stimulate team and group processes, and work procedures

Typical Qualifications

EXPERIENCE/EDUCATION:

A typical way to obtain the knowledge and abilities would be:

Six (6) years of work experience in custodial services, building operations and maintenance or closely related field, including a minimum of two (2) years as a lead; Bachelor's degree in business administration, public administration, or related field; additional experience can substitute for the Bachelor's degree on a year-for-year basis; or an equivalent combination of education and experience.

Any equivalent combination of education, experience and training that provides the relevant knowledge, skills and abilities to perform the work will be considered.

DESIRED CERTIFICATION & LICENSES:

Valid Washington State driver's license and access to personal vehicle;

City of Seattle Fourth Grade Stationary Steam Boiler License within six (6) months of hire.

CLEARANCES:

Criminal Justice fingerprint and background check

Employer

Seattle Public Schools

Address

2445 3rd Ave South

Seattle, Washington, 98124-1165

Phone

206-252-0215

Website

<http://www.seattleschools.org/careers>

Facilities Supervisor Supplemental Questionnaire

*QUESTION 1

Do you have six (6) years of work experience in custodial services, building operations and maintenance or closely related field, including a minimum of two (2) years as a lead?

- Yes
- No

*QUESTION 2

Do you have a Bachelor's degree in business administration, public administration, or related field? Additional experience can substitute for the Bachelor's degree on a year-for-year basis; or an equivalent combination of education and experience.

- Yes
- No

* Required Question