

Position:	Maintenance, Buildings and Grounds Supervisor
Reports to:	Superintendent
Employment Status:	Regular/Full-time
FLSA Status:	Exempt
Description:	Perform maintenance duties which relate to the school, buildings, facilities, equipment, and grounds operation
Supervises:	Custodians, Maintenance Staff, and Summer Workers
NOTE:	The below lists are not ranked in order of importance

Essential Functions:

- Ensure safety of students
- Perform normal operator adjustments and service to facility equipment such as, but not limited to, compressors, unit ventilator fans, and assist in maintaining records on operational and maintenance activities
- Assume primary responsibility for the safe condition of electric elements in the facilities owned or operated by the school district
- Perform general maintenance work inside and outside the physical plant such as ceiling, roof, electrical, welding, plumbing, concrete, masonry, glazing, insulation, tile, pump, and fan repairs
- Perform general labor inside and outside the physical plant including districtwide groundskeeping, handling materials and supplies, moving equipment, operating power-driver equipment, truck driving, snow plowing, mowing, etc.
- Estimate the costs of repair on new projects in terms of labor, material, and overhead, and perform rough and/or finish work upon approval
- Recommend supplies and equipment for purchase
- Conduct periodical inspections of the facilities
- Perform yearly inventory of work area, supplies, and equipment
- Deliver needed supplies and equipment to district buildings
- Promote good safety practices and procedures
- Repair and maintain univent heaters, motors, and filter
- Inspect roofs for leaks and repair
- Repair and maintain electrical components, e.g., install new circuits, run new wire, install new breakers
- Renew plumbing components, e.g., clean sewer lines, replace fixtures
- Assemble and install educational equipment
- Repair doors, windows and vents
- Repair masonry structures
- Assist with custodial or maintenance duties
- Supervise, direct, train and evaluate maintenance and grounds personnel
- Communicate with principals for the general operation of their building
- Calls substitutes for custodial leaves
- Conducts meetings with staff and assigns daily work as necessary
- Supervises and assists in evaluating all custodians and maintenance personnel
- Maintains inventory of all district keys

Other Duties and Responsibilities:

- Maintain all safety and code requirements of the federal, state, and local board of education guidelines
- Instruct custodians and maintenance workers on proper methods of procedure, and proper use of tools in electrical repair work
- Order and account for material and labor relative to assignments
- Maintain the inventory of district-owned hand tools, equipment, hardware, materials and supplies

- Repair and recommend supplies and equipment for door and bathroom partition hardware
- Conduct routine and periodic inspections of school and facilities as part of a preventative maintenance program
- Assist in the control of all maintenance and custodial tools and supplies
- Ensure the care, condition, appearance, repair, or replacement of all physical equipment, buildings, facilities and grounds
- Complete paperwork as necessary
- Perform other duties as assigned by the Superintendent

Qualifications:

- High school diploma or equivalent
- Experience or knowledge of all building trade skills
- Valid driver's license
- Alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate

Required Knowledge, Skills, and Abilities:

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills
- Training in the proper care and storage of chemicals, e.g., hazards communication training
- Ability to read and understand verbal and written instructions, written warnings, and labels
- Basic understanding of electricity, plumbing, welding, carpentry, roofing, and glazing
- Ability to operate machinery
- Ability to distinguish colors for electrical wiring purposes

Equipment Operated:

- District maintenance vehicles
- Welding tools
- Carpentry tools
- Electrical tools
- Various hand tools and power tools

Additional Working Conditions:

- Occasional exposure to blood, bodily fluids and tissue
- Occasional operation of a vehicle in inclement weather conditions, i.e., must be prepared to come to school on all scheduled work days including calamity days
- Occasional evening/weekend work
- Frequent travel between buildings and to get supplies
- Occasional repetitive hand motion, e.g., use of hand tools
- Frequent requirement to work near moving mechanical parts, e.g., drill press, circular saw, table saw, hand tools
- Occasional requirement to work in high places
- Occasional exposure to fumes, airborne particles, toxic, dangerous, or caustic chemicals, e.g., chlorine, asbestos, welding dust
- Occasional exposure to loud noises, e.g., power tools

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.

Approved by: Norton City Board of Education
 Adoption date: March 13, 2023