

Supervisor, Buildings and Grounds

Job Title: Supervisor, Buildings and Grounds
Department: Administration
Reports to: Assistant Superintendent Facilities
Classification: Exempt
Category: Support Staff

Summary

The director of facilities is responsible for the maintenance and repair of all district facilities.

Essential Duties and Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Supervise and provide leadership for the Maintenance and Custodial Staff. Provide for custodial coverage in the absence of a building custodian to accomplish necessary daily custodial work.
- Assist with analyzing facilities/equipment needs. Responsible for maintenance inventory control and record keeping, budget preparation, preparing/prioritizing work orders, and developing/submitting weekly work load schedules to address prioritized needs.
- Maintain preventive and repair maintenance program. Work closely with building administrators and teachers to oversee completion of preventative maintenance, routine work orders, and in-house projects as necessary to maintain facilities and equipment in good condition.
- Participate in necessary staff development activities related to facilities maintenance program needs.
- Demonstrate effective and professional working relationship with customers, staff, and administration.
- Help to develop project specifications, project schedules, bid out equipment/supplies/labor in compliance with purchasing guidelines, oversee outside contract work items.
- Oversee the operation and maintenance of all heating and air conditioning systems. Oversee the maintenance of all athletic fields and gymnasiums, being mindful of the safety of all students and athletes.
- Other duties as assigned and/or prescribed by Maryville R-II School District policies and procedures.

Supervisory Duties

The Supervisor of Buildings and Grounds has supervisory responsibility over custodians and maintenance personnel.

Qualifications

- High School Diploma or GED Equivalent.
- Demonstrated mechanical aptitude, general carpentry, plumbing, and electrical skills.
- General knowledge of diesel and gas tractors and mowers.
- Ability to work with contractors, architects, and vendors.
- Five years experience in industrial or commercial facilities maintenance with at least two consecutive years of documented successful performance in advanced facilities maintenance.
- Ability to communicate effectively both orally and in writing.
- Knowledge of the occupational hazards and safety precautions associated with building and mechanical trades.

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Skills and Abilities

Language

The individual who holds this position must have the ability to:

Read and interpret documents such as safety rules, training manuals, and instructions.

Communicate direction and instruction to staff members.

Prepare written reports.

Speak one on one and in small groups.

Computation

Ability to do basic mathematic calculations and apply concepts such as fractions, percentages, ratios and proportions to practical situations.

Reasoning

Ability to interpret a variety of instructions furnished in written, oral, diagram or scheduled form.

Technology

This position requires skills in the use of computers and hand-held devices such as PDAs and phones, including the use of spreadsheets, databases and inventory management software.

Physical Demands

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

The individual who holds this position:

Is regularly required to walk, hear and speak.

Must have close moderate and distance vision ability.

Must be able to travel between district facilities.

Must be able to communicate in noisy environments such as construction sites.

Attendance

Consistent and regular attendance is an essential function of this position.

Conditions and Environment

The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The individual who occupies this position will regularly be required to work outside, occasionally in inclement weather including rain, snow and temperatures below freezing or in excess of 100 degrees.