

FREMONT SCHOOL DISTRICT  
JOB DESCRIPTION

POSITION TITLE: Supervisor of Buildings & Grounds

CONTRACT TYPE: Year-round (260 days)

JOB GOAL: To coordinate and supervise the daily custodial, repair, and maintenance activities in the Fremont School District, to oversee the implementation of all contracts and building repair and maintenance projects, and to ensure the safe and efficient operation of all equipment for district building and grounds activities

QUALIFICATIONS:

- Completion of Associates Degree, or equivalent in previous work experience
- Minimum work experience should include at least 3 to 5 years of supervision in the operation of a commercial or institutional facility
- Considerable knowledge and experience of heating boilers, air conditioning systems, electrical systems, cleaning procedures, floor maintenance, building and grounds maintenance and minor equipment repair
- Requires knowledge of Federal, State, and local codes and regulations involving construction, installation, fire, safety, and sanitation

REPORTS TO: The Financial Administrator

PERFORMANCE CHARACTERISTICS:

1. Uses good human relation skills and is able to communicate well with others both verbally, in writing and by email
2. Uses strong organizational skills to prioritize and deal with varying and unpredictable demands of day-today events as well as routine job requirements
3. Applies fair and reasonable supervision to manage staff, schedule work, perform evaluations, and initiate disciplinary action as necessary
4. Implements all applicable Federal, State and local codes and regulations
5. Oversees the servicing and repair of all machinery and equipment located in the Fremont School District
6. Maintains a good working knowledge of building structures, heating and hot water boilers and ancillary equipment, including the twenty-four hour operation of all utility systems
7. Identifies and resolves problems in a timely manner, develops alternative solutions, and responds promptly to district facility needs
8. Prioritizes and plans work activities; uses time efficiently, organizes or schedules other people and their tasks
9. Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status and position; accepts responsibility for own actions; follows through on commitments
10. Follows safety and security procedures; uses equipment and materials properly in accordance with equipment instructions
11. Adapts to changes in the work environment; manages competing demands; is able to deal with frequent change, delays, or unexpected events



#### PERFORMANCE EXPECTATIONS:

1. Works independently with minimal instruction and uses own judgment for the majority of tasks
2. Understands and operates computerized controls for HVAC, security and other facility systems
3. Refines existing work methods and develops new techniques, concepts or programs within established limits or policies
4. Meets with service contractors and vendors regarding the negotiation of contracts, agreement, and guarantees
5. Sets priorities and makes appropriate decisions on repairs or assignments contingent upon availability of parts and manpower
6. Analyzes facts and exercises sound judgment in arriving at conclusions
7. Meets the physical demands of the job with relative ease
8. Supervises and trains custodial staff
9. Reads, interprets, and applies safety rules, operating and maintenance instruction, and procedures
10. Performs duties indoors and outdoors in varying conditions including high wind, extreme heat, extreme cold, and wet and/or humid weather

#### PERFORMANCE DUTIES

1. Assigns routine work and schedules, manages, and evaluates existing staff, train new staff, assist in hiring decisions, initiate disciplinary action when needed
2. Receive work orders; coordinate and assign maintenance and repair requests received from building administrators and staff
3. Assist in facility policy decision; supervises expenditures and submits budget recommendations
4. Implements all maintenance and general procurement of materials and parts, schedules installations and oversee that such repairs are accomplished in a safe and timely manner
5. Authorizes payment of bills and places orders for facilities supplies and equipment
6. Formulates and implements preventative maintenance programs for utility systems, equipment and building maintenance
7. Maintains accurate records with regard to annual inspection of equipment and general preventative maintenance
8. Assist ground and maintenance personnel with daily work assignments. Assists in custodial staff in buildings with daily work assignments as needed or required
9. Responds to emergency or alarm calls outside of normal working hours either directly or through assignment to another staff member; and deals with security issues
10. Prepares for and sets up for specialty school functions
11. Assists in the development of facilities materplan and ficilites manuals
12. Designs summer facilities and ground projects, coordination with the building principal and staff
13. Works with outside tradesmen on infrastructure improvements and repair (windows, HVAC, flooring, etc.)
14. Serves on building, facilities, safety, and AHERA Committees: performs routine inspections of facilities and ground noting hazardous substances and risk factors
15. Works with school administration to determine school closures in times of inclement weather, unanticipated emergencies or other hazardous situations
16. Determines the actual needs for materials and equipment for projects

17. Maintains current MSDS sheets on all custodial chemicals used, and coordinates with science staff and building administration to be sure the MSDS sheets on classroom chemicals are included
18. Prepares the annual budget
19. Makes necessary contracts to various vendors in order to obtain information as to availability, prices, and delivery
20. Makes appropriate assignments for corrective action and responses in all immediate emergencies requiring skilled maintenance repairs

The list of essential functions, as outlines above, is intended to be representative of the tasks performed within this classification. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

#### PHYSICAL ACTIVITY REQUIREMENTS

##### Primary Physical Requirements:

- |                                  |          |
|----------------------------------|----------|
| 4. Lift over 50 lbs.:            | Required |
| 8. Carry over 50 lbs:            | Required |
| 9. Reach above shoulder height:  | Required |
| 10. Reach at shoulder height:    | Required |
| 11. Reach below shoulder height: | Required |
| 12. Push/Pull:                   | Required |

##### Hand Manipulation:

- |                            |                                            |
|----------------------------|--------------------------------------------|
| 1. Grasping:               | Required                                   |
| 2. Handling:               | Required                                   |
| 3. Torquing:               | Required                                   |
| 4. Fingering               | Required                                   |
| 5. Controls and Equipment: | Computer, telephone, copy and FAX machines |

##### Other Physical Consideration:

- |               |          |
|---------------|----------|
| 1. Twisting:  | Required |
| 2. Bending:   | Required |
| 3. Crawling:  | Required |
| 4. Squatting: | Required |
| 5. Kneeling:  | Required |
| 6. Crouching: | Required |
| 7. Climbing:  | Required |
| 8. Balancing: | Required |

##### Work Surface(s):

Varies: carpeting, linoleum, tile, etc.

##### Cognitive and Sensory Requirement(s):

- |                          |                                                    |
|--------------------------|----------------------------------------------------|
| 1. Talking:              | Necessary for communicating with others.           |
| 2. Hearing:              | Necessary for receiving instructions and queries.  |
| 3. Sight:                | Necessary for doing job effectively and correctly. |
| 4. Tasting and Smelling: | Required.                                          |

Specific Vocational Preparation Requirements: 1 to 2 years

Other Training, Skills and Experience Requirements:

Computer skills, knowledge of computer networks, knowledge of computer hardware and software, knowledge of curriculum and grant-writing skills.

Other Considerations and Requirements:

1. While performing the duties of this job, the employee is frequently required to stand; walk; and sit. The employee is regularly required to see, talk and hear. The employee is regularly required to use hands to manipulate, handle, or feel. The employee is occasionally required to reach with hands and arms; climb steps; stoop, kneel, or crouch.
2. The employee is required to drive.
3. Some tasks require oral communication ability. Employee is required to supervise staff and occasionally deal with stressful situations and resolution of conflict.
4. Tasks involve the ability to exert heavy physical effort in heavy work, with greater emphasis on claiming and balancing, but typically also involving some combination of stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (230-50 pounds); may occasionally involve heavier objects and materials (up to 100 pounds.)
5. Some tasks require the ability to perceive and discriminate odors.
6. Some tasks require the ability to perceive and discriminate depths. Most tasks require visual perception and discrimination. Vision abilities include close vision, distance vision, color vision, peripheral vision, and ability to adjust focus.
7. Tasks are regularly performed with potential exposure to adverse environmental conditions, such as strong odors, fumes, dusts, wetness, humidity, machinery, vibrations, temperature and noise extremes, disease, pathogenic substances, and toxic/poisonous agents.
8. Position regularly involves work near moving mechanical parts.
9. Work is performed both inside and outside of school buildings.

**DISCLAIMER:**

The above statements are intended to describe the general nature and level of work being performed under this job description. The above statements are not to be construed as an exhaustive list of all knowledge, skills, abilities, and responsibilities required by personnel subject to this job description. All personnel may be required to perform duties outside of this job description as necessary from time to time. This job description does not constitute an employment agreement between the District and them employee and is subject to change by the District as the needs of the District and requirements of the job change. The Fremont School District is an Equal Opportunity Employer. Position is subject to Fremont School District policy, rules, and regulations.