

## **JOB DESCRIPTION**

### **Job Title**

Supervisor of Building and Grounds

### **Supervisor**

Superintendent

### **Position Guide**

Administration

### **Salary Range**

Commensurate with experience

### **Qualifications**

- Demonstrates knowledge of building maintenance and custodial procedures along with basic understanding of heating, air conditioning, electrical, plumbing systems and controls.
- Must demonstrate ability to supervise custodial staff and work harmoniously with administrative and teaching staff.
- Understanding of Health Life/Safety codes

### **Essential Duties**

1. Develop and maintain building & grounds budget for all programs
2. Approve the paying of bills related to building & grounds.
3. Develop and maintain projected repair or replacement items for each building annually.
4. Conduct regular inspections of buildings for repairs, safety and housekeeping purposes.
5. Supervise custodial staff and evaluate them annually.
6. Interview and recommend the hiring of custodial staff.
7. Supervise the care and upkeep of building, grounds, equipment and records.
8. Supervise the maintenance of grounds and gardening work around buildings.
9. Specify and maintain an inventory of custodial supplies, equipment and pool supplies,
10. Supervise the safe operation of the swimming pool and maintain records.
11. Supervise the periodic testing of electrical and mechanical components and controls to ensure their safe operation.
12. Establish a regular preventative maintenance program for the HVAC systems
13. Assume the responsibility of maintaining a safety and security system in each building.
14. Schedule and supervise private contractors who are performing jobs for SPEED.
15. Develop and maintain vacation schedule for custodial staff.
16. Maintain membership on the School Improvement Committee.
17. Supervise and establish fire drills, tornado drills and crisis drill and maintain records for each building.
18. Maintain an effective Crisis Plan.
19. Designated Person maintain asbestos management plan.
20. Maintain an effective safety and HAZMAT training program for custodians.
21. Maintain Bloodborne Pathogens Exposure Control Plan.
22. Maintain a functional inventory system for all building and grounds equipment.
23. Develop and schedule mail runs.
24. Develop specifications for work to be done or equipment to be purchased and advertise publicly for sealed bids when required.
25. Supervise snow removal at all buildings.
26. Develop schedule for summer cleaning of buildings.
27. Determine the number of summer workers needed and secure manpower needed.
28. Maintain all buildings in compliance with the Americans with Disabilities Act (ADA).
29. Maintain district vehicles.
30. Maintain contracts for services in building, i.e. security systems, fire protection, inspections.
31. Integrated Pest Management Coordinator (IPM program).
32. Maintain compliance with the Green Schools Cleaning Act.
33. Author and distribute a monthly safety newsletter.

### **Job Responsibilities**

1. Makes professional decisions that demonstrate support of the mission, goals and best interest of SPEED.
2. Utilizes community, state and national resources where necessary to promote the safety and welfare of students.
3. Other duties may be assigned.

**Skills/Competencies**

- Ability to read analyze and interpret documents including correspondence in print or electronic formats.
- Ability to establish and maintain effective working relationships with all members of the school community.
- Ability to communicate clearly and concisely in verbal or written form
- Ability to write reports as needed. The ability to effectively present information and respond to questions is required.
- Ability to perform essential duties within member school district requirements and SPEED policies.

**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 the essential functions. While performing the duties of this job, the employee is regularly required to...

- Sit, stand, talk and hear for extended periods of time, operate electronic equipment; and reach with hands and arms and will repeat actions with the same hand, arm or finger motion.
- Have vision abilities required include close vision, and the ability to adjust focus.
- To have regular lifting, carrying, bending, pushing, and/or pulling and significant finger dexterity actions.

**Ethics**

All district employees are expected to maintain a high level of ethical behavior and confidentiality of information regarding students, personnel, and all job related matters. In addition, all staff are expected to serve as a positive role model and work to ensure a safe building environment.

**Terms of Employment**

- 242 Days

**Evaluation:**

Performance of this job will be evaluated in accordance with provisions of the SPEED Governing Board.

**Hiring Contact:** Human Resources Director – (708) 481-6100.

**ACKNOWLEDGEMENT FOR RECEIPT OF JOB DESCRIPTION**

I have received a copy of the Job Description and have read and understand its contents.

\_\_\_\_\_  
Employee Name (Please Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Signature

\_\_\_\_\_  
Date