

**MAINTENANCE/ CUSTODIAL SUPERVISOR**

**QUALIFICATIONS:**

- Demonstrate aptitude or competence for assigned responsibility;
- Designated Person Asbestos Certification;
- Ability to communicate with other program managers, administrators and all staff with a high level of competence;
- Experience with budgeting;
- Ability to supervise and evaluate personnel;
- Computer skills - word processing and spreadsheets;
- Ability to maintain cooperative relationships and communicate with subordinate employees; and
- Ability to plan and manage short and a long-term maintenance plan for the District, assist, and advice regarding fulfilling The Strategic Plan; and
- Skilled at problem solving.

**REPORTS TO:**

- Superintendent of Schools

**JOB EXPECTATION:**

- To oversee the maintenance and custodial systems for the school district providing quality services in a timely, efficient and economical manner.

**PERFORMANCE RESPONSIBILITIES:**

Serves as a member of the Administrative Council

1. Facilities:

- Ensure that school buildings are repaired and maintained as scheduled;
- Examine the cost of repair projects in terms of labor, material, and overhead, and implement a regular preventative maintenance program;
- Establish and maintains short and long range plan for building and site use;
- Develop a system for dealing with emergency repair problems in a timely and efficient manner; and
- Oversee the ordering of materials and supplies as needed, make recommendations for equipment purchases.

2. Custodial and Maintenance:

- Assign and supervise crews of personnel for maintenance work such as repairing or replacing defective work, wiring, switches, plumbing, fixtures, and miscellaneous other structural repair;
- Evaluate personnel; with excellent communications skills providing necessary feedback and correction;
- Supervise and schedule custodial and grounds work for vacation periods;
- Recruit, screen, and recommend for hiring, and train all personnel; and
- Establish and maintain custodial and maintenance crew work schedules.

3. Compliance with State, Federal and Local Laws:

- Asbestos Designated Person;
- Keep District in compliance with State and Federal mandates pertaining to buildings and grounds; and
- Attend required compliance training meetings.

4. Other Duties

- Advise on selection of contractors, and advertising for bids, for the performance of maintenance and repair services;
- Communicates effectively with building principals regarding building use, and custodial, maintenance, and all other employees; and
- Other duties as determined and assigned by the Superintendent.

**TERMS OF EMPLOYMENT:**

- According to Board policy, and master contract. .

**EVALUATION:**

- Performance will be evaluated annually in accordance with Board Policy and established procedures.

I have received a copy of this job description.

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Signature

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Date