



# Eagle Point School District 9

## Job Description – Maintenance/Facility Supervisor

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### **PURPOSE:**

- Maintain all district property in condition of safety, neatness, and aesthetic attractiveness. Shall commit to working toward the mission and modeling the core Character Traits of School District 9.

### **REPORTS TO:**

- Director of Business Services

### **QUALIFICATIONS:**

- High school diploma or equivalent.
- Minimum 5 years' experience in school maintenance and custodial field.
- Must be knowledgeable of all school district, federal, state, county and local agency regulations pertaining to schools.
- Ability to develop and implement work schedules and write reports.
- Ability to effectively plan, organize, delegate and listen.
- Have a thorough knowledge of safety and accident procedures.
- Experience in a large school district setting.
- Previous experience in school purchasing, budgeting, and procedures.
- Hold a valid state-issued driver's license.

### **ESSENTIAL FUNCTIONS:**

- Supervision and evaluation of all maintenance personnel. Assists in supervision and evaluation of plant engineers and custodial staff as needed by principals.
- Supervisor in hiring and disciplining department personnel.
- Preparation and use of departmental budgets.
- Assigning and supervising district wide maintenance, plant engineer and custodial personnel.
- Working knowledge of equipment, tools and school district procedures.
- Order materials, supplies and equipment when needed.
- Prepare reports on costs of utilities, materials used, equipment inventories, etc.
- Oversee city, state and federal reports.
- Oversee safety, hazardous material and other district wide programs.
- Consult with building principals regarding improvements and/or repairs needed for the buildings or grounds.
- Schedule regular examination of buildings and grounds for future needs and projects.
- Comply with all local, state, federal and other agencies regulations pertaining to district wide safety, hazardous chemicals, asbestos, building codes, etc.
- Work together with district staff for the benefit of the district.
- Position requires Supervisor to be on-call. This may include late evenings as well as weekends. Employees shall be able to reach the Supervisor by a designated phone number.
- Perform other duties as deemed necessary by the Director of Business Services.

### **PHYSICAL REQUIREMENTS:**

- Physical stamina and occasional lifting up to 40 lbs.
- Ability to stand, walk and bend on a frequent basis
- Requires prolonged sitting or standing

### **GENERAL RESPONSIBILITIES**

- Responsible for the total operation of the maintenance/facilities program as directed by the Director of Business Services.
- Assist in the hiring, training, evaluation and supervision of maintenance personnel.
- Ensures state, district, and school bus disciplinary procedures and regulations are followed.
- Assist in purchasing for the maintenance department, and provide an on-going inventory supplies required.
- Keep maintenance area neat, clean, and free of hazardous conditions.
- Establish and maintain harmonious relationships administration, co-workers and the general



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public.

- Perform other duties as assigned.

**RATE OF PAY:**

According to Salary Schedule

*This position description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein.*

Employee Signature: \_\_\_\_\_ Date \_\_\_\_\_

*Board Adopted: August 14, 2013*