Sparta Area School District

Article 222 - Specifications for the Supervisor of Buildings and Grounds

The District Supervisor of Buildings and Grounds shall be concerned with all aspects of buildings and grounds maintenance within the district. This will include physical plant issues, assisting in related personnel issues, as well as budget, policies and procedures.

QUALIFICATIONS:

1. Experience in building maintenance, mechanical, custodial, construction, and similar fields.
2. Supervisory experience in custodial/maintenance.
3. The ability to assign work and communicate effectively with employees who are in this area of supervisory responsibility.
4. Ability to handle emergencies and critical operational problems.
5. Ability to keep records and make reports necessary for efficient operation.
6. Effective public relations and communications skills.

DESIRABLE TRAINING:

1. Water quality testing.
2. Asbestos safety and management.
3. Chemical safety and management.
4. Experience in mechanical areas and in equipment similar to that found in schools.
5. Willingness to participate in related professional development.
6. Turf management.

SUPERVISION/EVALUATION:

The Supervisor of Buildings and Grounds reports to the Director of Business Services, who is also the primary supervisor.

JOB GOALS:

1. Maintain and enhance the school environment for students, staff, and community by overseeing the maintenance and improvement of all district buildings and grounds.
2. Maximize the productivity of district custodial and maintenance staff through appropriate supervision, training, planning, and leadership.
3. Increase school safety through preventative maintenance, preparation and planning and education of staff and students in matters of safety.

**PERFORMANCE RESPONSIBILITIES:**

1. Schedule maintenance personnel to achieve the greatest results in district maintenance.
2. Have charge of all district buildings as it relates to their maintenance and upkeep.
3. Have charge of lawns, shrubs, signage, paved areas, athletic fields, and all other property in the open.
4. Confer with the Director of Business Services at regular intervals, to establish maintenance priorities.
5. Supervise all district custodial and maintenance employees.
6. Coordinate custodial services through close working relationship of building principals and the Director of Business Services.
7. Assist in evaluating those assigned to work under the Supervisor; service system, carpentry, electrical, plumbing, mechanical, and general.
8. Schedule maintenance and repairs for all district vehicles and equipment and keep records.
9. Facilitate the bidding process on all capital improvement projects and maintenance and custodial supplies.
10. Responsible for obtaining all permits required by local ordinances.
11. Keep inventories of maintenance and custodial supplies and equipment
12. Receive and assign maintenance requests on major items of repair and remodeling. Confer with the Director of Business Services to establish priorities.
13. Assist in budget preparation and long range planning as it pertains to maintenance and custodial issues.
14. Periodically evaluate facilities, equipment and staff to maximize efficiency.
15. Other similar duties as assigned by the Director of Business Services.
16. Schedule and conduct semi-annual safety inspection (district-wide) to identify hazardous sites, materials, and practices. Inspections conducted will include the building administrator, and will incorporate, but are not limited to playground equipment, weight room equipment, and vocational education work areas. Schedule required safety inspections conducted by outside personnel, such as elevator and bleacher inspections. Promptly report unsafe conditions to administration. Recommend corrective action.
17. Schedule and conduct semi-annual test of emergency lighting, emergency generators, exit lighting, and other emergency response equipment.

18. Annually inspect building bomb threat response kits and update equipment and information as needed. Annual check to see that material safety data sheets (MSDS) binders are current and available in each building. Provide annual safety inservice to custodial and maintenance personnel.

19. Review accident reports for trends and information on potential safety hazards.

20. Assist building administration with the maintenance of emergency response plans. Check to see that emergency response plans are posted appropriately.


Legal Reference:

Cross Reference:

Approved: November 22, 2005

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