

SUPERVISOR OF BUILDINGS AND GROUNDS

DISTINGUISHING FEATURES OF THE CLASS:

This work involves responsibility for overseeing the efficient and economical cleaning, repair and maintenance of the properties of a medium sized school district. Employees in this class also personally perform both skilled and semi-skilled maintenance and repair tasks in a number of building trade fields. This position is distinguished from that of Head Custodian in that there is complete responsibility for the total plant and supervision is exercised over the work of a larger staff. Work is performed under supervision of the Superintendent, with leeway allowed for exercise of independent judgment in carrying out the details of the work. Supervision is exercised over the work of a number of custodial and maintenance employees.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Keeps Superintendent informed of overall condition of school complex and makes him/her aware of any special situations;

Supervises and inspects the maintenance, repair, cleaning and grounds keeping of buildings and grounds of the school district for optimum standards;

Assigns employees to cleaning and maintenance tasks, sets work schedules and priorities and conducts training sessions, as needed;

Supervises and performs grounds maintenance activities in the repair and upkeep of athletic fields, roads, walks, and driveways;

Keeps records and prepares reports on buildings and ground maintenance and repair activities;

Prepares tentative budget estimates for custodial and maintenance activities;

Repairs boilers, heat exchanges, plumbing, electrical wiring and equipment and other mechanical equipment and machinery;

Estimates the cost of labor, maintenance and repair projects;

Oversees and participates in repairing roofs, brick, tile, concrete, floors, windows, steps, walks, and driveways;

Develops, schedules, and manages preventive maintenance programs designed to maintain buildings, grounds, and equipment in safe operating condition;

Requisitions, receives, and distributes custodial and maintenance supplies;

Directs snow and ice control activities, tree and decorative planning, pruning, and athletic field maintenance;

Responds to emergencies and organizes staff to cope with indicated needs;

Prepares records and reports as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of modern large scale building and grounds operation, maintenance and repair practices; good knowledge of the operation and maintenance of heating and ventilating equipment; good knowledge of the tools, terminology and practices of one or more of the mechanical or building trades; ability to plan and supervise the work of custodial and maintenance personnel; ability to understand and follow oral and written directions; mechanical aptitude; manual dexterity; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and four years of experience in large scale building maintenance activities; two years of which shall have involved supervisory responsibilities.