

Supervisor of Building Services

Reports to: Superintendent

FLSA Status: Exempt

SUMMARY:

Assists in the supervision, preservation, safety, and maintenance of school division buildings, grounds, and equipment. Coordinates new construction projects. Be on call 24 hours, 7 days a week for emergency situations, including weather and other building emergencies.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Prioritizes work order requests and insures their completion;
- Obtains cost estimates for equipment and service contracts;
- Performs periodic inspections of all school buildings and grounds to insure safety, timely repair, preventive maintenance, adequate air quality and energy conservation;
- Provides input regarding budget expenditures and requirements;
- Assists in the implementation of a comprehensive energy management program;
- Utilizes training methods to enhance the knowledge and skills of maintenance personnel;
- Implements the Hazardous Waste Removal Program and performs required inspections as necessary;
- Reviews fire and safety inspection reports and assures that safety hazards are corrected;
- Promotes economical and efficient use of buildings and grounds, for Instructional and community use;
- Develops and implements an in-service program of custodial and maintenance service and educating the staff in modern efficient methods for delivering custodial and maintenance services;
- Evaluates building level conformance with division-wide standards;
- Coordinates the acquisition of new school sites and completion of Capital Improvement (CIP) projects;
- Plans, develops and implements a comprehensive Recycling and Waste Management Program throughout the school district;
- Provides feasibility studies and cost estimates for potential projects;
- Routinely submits written and oral reports or presentations concerning Departmental functions to the Superintendent, the School Board, the Board of Supervisors, and to Federal, State and Local agencies as necessary;
- Facilitates the snow removal program;
- Conferences with school personnel regarding the needs of each school;
- Provides written/oral status reports as required;

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- Assists in the planning and management of new construction projects;
- Coordinates employee safety program for maintenance;
- Supervises and evaluates maintenance employees;
- Monitors leave requests and schedules accordingly;
- Monitors the daily tasks of employees to insure satisfactory job performance;
- Completes appropriate personnel forms in accordance with County personnel policies and procedures;
- Monitors status of projects as assigned;
- Inspects job sites to insure compliance with the defined scope of work;
- Assumes responsibility for professional growth and keeps materials, supplies, and skills up-to-date;
- Models non-discriminatory practices in all activities;
- Complies with and supports school and division regulations and policies;
- Performs related duties as assigned by the Superintendent in accordance with the school/system policies and practices.

KNOWLEDGE, SKILLS, AND ABILITIES

Work in ways that facilitate the achievement of the school division's goals. Demonstrate ability and professional leadership consistent with personal characteristics necessary for working effectively with maintenance personnel, administration and staff members of the school system. Must possess computer skills and/or computer program knowledge. Must be able to effectively supervise a large group of employees.

EDUCATION AND/OR EXPERIENCE:

Any combination of education or experience equivalent to two years of college or technical training or 3-5 years' experience in construction, repair, and maintenance of buildings. Possession of a valid Commercial Driver's license.

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 stand, talk, and hear. The employee frequently is required to walk and use hands to finger, handle, or feel. The employee is occasionally required to sit; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 100 pounds. Specific vision abilities required by this

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job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. Frequent travel to the district's schools is required. Regular contact with administrators and staff members is required. Must possess effective communication skills.

Primary administrative work is typically done in an office setting; Frequent visits to work sites are required; Occasional operation of automated computer office equipment is required. Frequent travel to school sites throughout the County and occasional state wide or regional travel is required. Attendance to meetings outside the normal duty hours is frequently required. Regular involvement made with principals and teachers throughout the School Division. Contacts with School Board members, Advisory Councils, faculties and students, parents and the general public, are regularly required.

EVAULATION:

Performance on this job will be evaluated in accordance with school board policy and administrative regulations on evaluation of personnel.