

**TITLE:** Facility & Grounds Night Supervisor

**DESIRED**

**QUALIFICATIONS:**

1. High School graduate and other training beyond generic to the assignment.
2. Demonstrated knowledge of the basic principles of supervision, maintenance, and construction.
3. At least two (2) years of experience in the area of scheduling and inventory management.
4. Demonstrated experience in a supervisory capacity in either business, industry, or a governmental agency.
5. Experienced in P.C. operation relating to Building Automation Systems and preventive maintenance programs as well as proficiency with Microsoft Office products.
6. Chief C Engineer's License preferred or minimum First Class C earned or willing to obtain within first year of employment.

**REPORTS TO:** Facility & Grounds Director

**JOB GOAL:** The Facility & Grounds Night Supervisor shall be responsible for those tasks delegated by the Facility & Grounds Director, Superintendent of Schools and School Board which are directly related to the general maintenance and security of the buildings, equipment, and grounds of the school. This person will work with the Superintendent's office, building principals and other school employees to ensure a well-maintained, safe, and secure educational environment.

**Working Conditions:**

All employees subject to hazards are equipped per OSHA standards.

Subject to work with biohazard waste.

Subject to temperature changes while performing assigned duties.

May be required to work in extreme hot and cold temperatures.

Subject to the hazards, dust and odors from sanding and painting procedures.

Subject to the hazards, vapors and odors from various cleaning chemicals.

May be subject to work in the vicinity of chronic hazardous materials i.e., asbestos.

May be subject to work with hazardous chemicals.

Subject to work in confined spaces.

Subject to work from elevated work surfaces.

**Physical Demands:**

Be able to lift 60 pounds using proper lifting techniques.

Be able to lift 120 pounds, with assistance, using proper lifting techniques or equipment.

Able to sit or stand for extended periods of time.  
Be able to bend body and arms in all directions to lift and move packages and to perform maintenance duties.  
Be able to ascend and descend a ladder while performing maintenance duties.  
Bend body at waist downward and forward to perform maintenance duties.  
Bend both legs and knees to kneel or place knees on concrete, vinyl, tile, and carpet surfaces.  
Extend hands and arms in all directions to perform maintenance and shoveling duties.  
Use upper and lower extremities to perform maintenance duties, and upper extremities to handle maintenance equipment, shovel snow and push and open doors.  
Use hands to select appropriate keys, insert keys into locks, turn doorknobs, and open doors.  
Answer, communicate and dial the telephone in clear, precise voice.  
Answer, communicate and use 2-way radio in clear, precise voice.  
Personally respond quickly to emergency situations in all areas of the building, assess each situation and take appropriate action.  
Have the physical ability to wear a negative pressure respirator and other personal protection equipment as needed.  
Perform work in confined spaces, such as, tunnels, boilers, and hot water tanks.  
Perform work in high areas, such as, hoists and ladders.

#### **PERFORMANCE RESPONSIBILITIES:**

1. Supervises the night maintenance and custodial employees. Coordinates and directs employees nightly work assignments.
2. Recommends to the Facility & Grounds Director on hiring, transferring, promotion and suspension of personnel.
3. Performs and/or coordinates building maintenance to ensure a safe and pleasant appearance of the District buildings.
4. Repairs plumbing, heating and electrical problems to the extent of his/her ability on existing systems.
5. Conducts monthly building and ground inspections of the District's facilities.
6. Monitors the performance of contracted custodial employees, maintains records and reports results to the Facility & Grounds Director.
7. Has knowledge and directs staff as needed in the set up of lines for sporting events; sound boards or speakers for concerts, set up and clean wrestling mats and sporting equipment and set up bleachers for special events. Utilizes District calendar to coordinate staff for night coverage.
8. Employee is responsible to be knowledgeable about all district policy.
9. Works with the principals and staff making decisions regarding moving, furnishing and equipment for projects.

10. Verifies personnel hours of employment for employees assigned to his/her supervision.
11. Maintains supply inventory for all District Buildings and communicates re-stock needs to the Facility & Grounds Director.
12. Recommends maintenance products and policy to the Facility & Grounds Director.
13. Enforces District policy guidelines utilizing coaching and counseling and progressive discipline methods.
14. Is one of a team in charge of building security and emergency building problems who may be called after hours to assist.
15. Serve as one of the Indoor Air Quality Coordinators for the District.
16. Monitors performance of the District's HVAC system software and makes adjustments as needed.
17. Communicates nightly re-cap of shift to the Facility & Grounds Director.
18. This job description is not intended to be all-inclusive, and employee will also perform other reasonable related business duties as assigned by immediate supervisor and other management as required.

This organization reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.