

Cochrane-Fountain School District – Job Description

Title: Buildings and Grounds Supervisor

Summary

The Building and Grounds Supervisor performs administrative and supervisory duties relating to the structural, mechanical and physical maintenance and repair of district facilities and who consults with contractors and school district officials to ensure proper compliance and administration of the various laws, regulations technical practices, operations and management techniques with regard to the maintenance and repair of district facilities or assists in planning organizing and directing all undertakings relating to the structural, mechanical and physical maintenance and repair of district facilities.

Essential Duties and Responsibilities

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Supervision of Custodial/Maintenance Staff

- Post new/replacement/substitute custodial/maintenance positions as needed.
- Hire new/replacement/substitute custodial/maintenance position as needed.
- Organize custodial/maintenance schedules, work assignments, and responsibilities.
- Evaluate staff.
- Resolve personnel conflicts.
- Assign and oversee personnel plans for improvement as needed.
- Document and dismiss personnel that have not met plan of improvement requirements or have violated rules outlined in the Employee Handbook.

Facilities Management

- Process, approve and schedule all requests for maintenance, repair or custodial service.
- Supervise the daily upkeep of school facilities and grounds.
- Develop and implement plans for preventative maintenance and repair.
- Secure bids for outside contracted services for building improvements, maintenance or repair
- Coordinate scheduling of contracted services with school administrators.
- Develop and implement a schedule for special projects to be completed during non-school days.
- Assist in the supervision and inspection of all facilities construction, renovation, and repair projects.
- Maintain and update a list of capitol improvements
- Maintain Indoor environment quality improvement plan

Maintenance Equipment Management

- Oversee new equipment purchases.
- Facilitate equipment storage, maintenance, and repair.
- Oversee the sale or disposal of underutilized or unusable equipment.

Safety and Security Management

- Participate as member of District safety committee.
- Participate in the implementation of facilities security procedures.
- Ensure that local, state and federal safety standards are being met.
- Assist in required safety drills as needed.

Fiscal Responsibilities

- Estimate supply, equipment and project needs annually.

- Develop and submit annual budget.
- Oversee annual budget spending.

Professional Responsibilities

- Attend School Board meetings, committee meetings or other professional meetings as requested
- Maintain a high level of ethical behavior and confidentiality of information about students.
- Remain current in certifications, licenses, ect., that pertain to job responsibilities.
- Actively participate in in-service and training programs as requested.
- Maintain a positive workplace attitude and demeanor.
- Collaborate with others in a positive manner.
- Follow all safety procedures and use proper safety equipment in the performance of all duties.
- Know and comply with all school district policies and procedures.
- Adheres to all state, federal, and legal requirements that pertain to job responsibilities.
- Complete all necessary records and reports in a timely manner.
- Perform other duties as assigned by Administration.

Typical Physical Requirements

- Exertion of 30-70 pounds of force occasionally, and/or 20-35 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects.
- Frequent standing, walking, reaching, grasping, holding.
- Occasional stooping, crouching, kneeling, and crawling.

Qualifications for Employment

Required

- Experience in building operations and maintenance
- Obtains or willing to obtain WI Facilities Manager Certification or equivalent
- Valid Driver's License
- Technical knowledge and skills for carrying out light maintenance and repair tasks.
- Knowledge of or experience in safety and cleanliness procedures
- Effective communication, time management, and project management skills

Preferred

- Bachelors or Associates degree in construction or maintenance field
- Demonstrated leadership skills

Terms of Employment

Employment is full time, 12 months. Salary, benefits, and other compensation options to be recommended by the Superintendent and approved by the School Board.

Evaluation

Annual evaluation to be completed by the Superintendent.

Adopted by the Cochrane-Fountain City School Board: 2/17/2021