

USD 261 EDUCATIONAL SUPPORT STAFF  
POSITION DESCRIPTION

POSITION TITLE: **MAINTENANCE/CUSTODIAL SUPERVISOR**

SUPERVISOR: Director of Operations

PAYMENT RATE: Annual salary to be determined by the Board of Education

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Experience preferred in maintenance/custodial operations.
3. Must have valid Kansas driver's license.
4. Knowledge of computers.
5. Knowledge of safety standards, law codes, rules, regulations, policies, and procedures related to building maintenance.
6. Ability to read blueprints.
7. Position requires 24 hour on call status.
8. Maintain current TB testing as required by Health Department regulations (after employment offer is made).

ESSENTIAL FUNCTIONS:

1. Develop and maintain a system to prioritize maintenance and custodial jobs, utilize staff, and account for time and materials in job completion to ensure an effective and efficient work environment.
2. Make frequent inspections of facilities to assure that equipment is functioning properly and that maintenance and custodial work is being completed at a satisfactory level.
3. Advise, recommend and follow up on repair service to be contracted for the purpose of maintaining equipment properly.
4. Insure proper documentation and safeguards for all materials and equipment issued and used for the purpose of accountability within the Maintenance Department.
5. Develop and implement systems for dealing efficiently and effectively with emergency situations to ensure that all safety measures are taken.
6. Maintain accurate inventory of equipment for the purpose of accountability of the district's assets.
7. Evaluate and recommend selection, placement, promotion, and dismissal of all custodial and maintenance personnel to the Director of Operations to promote excellence within the Maintenance Department.
8. Approve time cards and certify any overtime for the purpose of accountability of work being done within the district.
9. Conduct training and safety workshops for custodial and maintenance personnel in order to comply with all district and local regulations.

10. Keep informed of the latest trends, development and products of custodial supplies and services, maintenance, repairs, energy conservation and environmental control to provide an efficient work environment.
11. Prepare accident reports and submit to the Director of Operations to ensure that all incidents are handled in a timely manner.
12. Coordinate installation and maintenance of fire, security, and other alarm systems to ensure that the district abides by all local and state regulations.
13. Serve as the district's field representative for construction projects to provide proper communication between the district and the contractors.
14. Review and recommend Capital Outlay projects to provide input for ongoing and new projects within the district
15. Coordinate custodial services with Head Custodians, Principals and the Director of Operations to ensure that all the needs of the maintenance department are met.
16. Be familiar with all safety standards, laws, codes, rules, regulations, policies, and procedures for maintenance and custodial work to ensure compliance with state and local regulations.
17. Assist the Operations Director regarding communications with law enforcement, fire, and emergency medical and emergency management personnel for the purpose of compliance with local regulations.
18. Maintain a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements and to maintain a professional work environment.
19. Perform other duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS:**

Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-pace, high-intensive work environment.

**TERMS OF EMPLOYMENT:**

At will

**PERFORMANCE REVIEW:**

Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

**APPROVED:** 07/21/2008

