**Building Maintenance Manager**

**Employee Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reports To:** Director of Maintenance & Construction **Classification:** Auxiliary

**Dept / Campus:** Assigned Campus(es) **Paygrade:** A-8

**Wage/Hr Status:** Nonexempt **Revised:** August 2018

This job description reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

**PRIMARY PURPOSE:**

Direct and manage the custodial operations of the district for the assigned campus. Maintain the physical school plant in a condition of operating excellence so that full educational use may be made at all times. Provide students with a physical learning environment that is safe, clean, attractive, and functional.

**QUALIFICATIONS:**

**Education/Certification:**

High School Diploma or GED preferred

Valid Driver’s License

**Special Knowledge/Skills:**

## Knowledge of the basic principals of school plant maintenance and custodial operations

Knowledge of minor repair techniques of building and grounds maintenance

Ability to operate and train others to operate job-appropriate equipment

Ability to properly handle and train others in the use of cleaning supplies

Strong organizational, communication, and interpersonal skills

## Ability to use the computer for sending/receiving e-mail, documenting events & other job related uses

Calm and patient demeanor with children and others

**Experience:**

Three years experience in housekeeping operations

Five years of experience in a lead custodian position

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Ensure that housekeeping operations are supportive of the instructional goals of the district.
2. Responsible for the preparation and handling of all events on campus which include communication with the campus principal or appropriate party, assigning custodial staff, opening and closing of facilities, preparation of facility (including set-up for the event and clean-up after).
3. Responsible for ensuring a clean, safe, positive, and caring climate for learning on assigned campus.
4. Employ effective interpersonal skills when dealing with other employees, students and general public.
5. Assess and respond to needs related to job responsibilities including anticipating, identifying, or correcting maintenance needs.
6. Direct and manage the custodial operations of the assigned campus including ensuring that all custodial staff use and dispose of all cleaning chemicals in compliance with EPA and OSHA, ensuring that current Material Safety Data Sheets are easily accessible place for all employees, and ensuring that all custodial staff work in a safe manner and utilize the proper safety equipment provided.
7. Implement the policies established by federal and state law, State Board of Education rule, and the local board policy in the area of risk management.
8. Prepare, maintain, and file all reports, records and other documents required.
9. Develop and maintain written departmental procedures for the house-keeping operation, light maintenance (replacing ceiling tile & light bulbs, furniture repair, etc.), and security of all buildings and equipment in the district.
10. Evaluate job performance of employees to ensure effectiveness and make sound recommendations relative to personnel placement, transfer, retention and dismissal.
11. Develop training options and/or improvement plans to ensure the best operation in the area of housekeeping.
12. Plan and direct the inventory and stock control program for equipment and supplies.
13. Demonstrate support for the district’s student management policies and expected student behavior related to maintenance, custodial, and security operations.
14. Ability to operate, properly handle, and train others to operate and properly handle equipment and cleaning supplies common to housekeeping operations.
15. Take the initiative to develop needed professional skills appropriate to job assignments.
16. Demonstrate behavior that is professional, ethical, and responsible; serve as a role model for all district staff.

**SUPERVISORY RESPONSIBLITES:**

Supervise and evaluate the performance of campus custodians.

**EQUIPMENT USED:**

Low speed and high speed floor equipment (electric, battery and propane powered): buffer, burnisher, auto scrubber, sweeper, stripper, carpet extractor, wet/ dry vacuum, power washer, multi-surface cleaning machine, electric drill, and gas-powered blower

**WORKING CONDITIONS:**

**Mental Demands:**

Ability to understand and follow written and/or verbal instructions; maintain emotional control under stress; maintain clear focus on customer service

**Physical Demands:**

Constantly moves about to coordinate and complete work; typically bends, stoops and crouches on a regular basis. Frequently lifts, carries or otherwise positions/repositions objects, equipment, furniture and supplies; Ability to position self and perform work in various areas of the facility including elevated surfaces, ceilings, outside and inside; exposure to hot and cold temperatures; exposure to dust and toxic chemicals; slippery or uneven surfaces.

The foregoing statements describe the general purpose and responsibilities assigned to this job, and are not an exhaustive list of all responsibilities, duties and skills that may be required.

Employee Date

Supervisor Date