

AMHERST EXEMPTED VILLAGE SCHOOL DISTRICT
JOB DESCRIPTION

Title: ASSISTANT SUPERVISOR OF BUILDINGS, GROUNDS, AND SAFETY **File 110c**

Reports to: Assistant Superintendent and Supervisor of Buildings, Grounds, and Safety

Job Objectives: Assists with the administration of district-wide maintenance, custodial, and safety services. Assists with the management of renovation projects. Keeps supervisors informed about emerging issues.

- Minimum Qualifications:**
- High school diploma. Post-secondary training in a trade is desirable.
 - Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
 - Documentation of a clear criminal record.
 - Complies with drug-free workplace rules and board policies.
 - Strong organizational, planning, and project management skills.
 - Multi-school or closely related building maintenance experience.
 - Holds or is qualified to obtain a pesticide application license.
 - Proficient in mechanical, electrical, plumbing, carpentry, and masonry trades.
 - Ability to interpret and apply blueprint and schematic diagram information.
 - Ability to interpret and comply with building codes, accessibility guidelines, safety regulations, and environmental laws.
 - Holds or is qualified to obtain an asbestos hazard certificate.
 - Knowledge of pneumatic, microelectronic, and other HVAC control systems.
 - Proficient in boiler operations, preventive maintenance, and repair procedures.
 - Valid driver's license and a satisfactory driving record as a condition of initial and continued employment.
 - Available to respond to building and/or service emergencies.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Assists the supervisor of buildings, grounds, and safety manage the delivery and continuous improvement of maintenance, custodial and safety services.
- Upholds board policies and follows administrative procedures.
- Promotes a favorable image of the school district. Supports community • partnerships that enhance district programs and services.
- Facilitates the preparation and clean-up activities for district events.
- Responsible for hallway maintenance in all school buildings.
- Regularly inspects the district's buildings, grounds, and equipment. Corrects unsafe conditions. Implements preventive maintenance programs. Assists with the development of short/long-range plans and budget recommendations for administrative approval. Prepares competitive bid specifications as directed.
- Anticipates and is prepared for fire, health, and safety inspections.
- Assists with the administration of the district's asbestos management plan. Attends training programs.
- Performs regular inspections of HVAC equipment. Maintains boiler logs. Facilitates the preparation of boilers for annual inspections and summer shutdown.
- Supervises assigned work crews. Assists work crews meet established schedules. Inspects completed repairs. Ensures compliance with all applicable building codes and ADA accessibility standards. Approves invoices for payment.
- Consults with district administrators to ensure that maintenance and custodial programs are effective. Identifies maintenance needs and prepares work orders.
- Facilitates the timely submission of reports, records, and inventories. Maintains district records for the maximum period mandated by law and/or board

approval.

- Respects personal privacy. Maintains the confidentiality of privileged information.
- Participates in maintenance/custodial staff selection and orientation processes.
- Helps ensure the equitable distribution of workloads and extra assignments. Provides for coverage during staff absences. Approves time sheets.
- Trains maintenance/custodial staff in procedures to effectively accomplish their duties. Promotes the development of staff leadership.
- Promptly documents all injuries that require medical attention.
- Helps manage the routine care of the district's landscaped areas and athletic fields.
- Helps update snow emergency plans. Helps manage snow removal operations.
- Maintains grounds keeping equipment. Prepares seasonal equipment for storage.
- Coordinates the pick-up and delivery of equipment, materials, and other supplies.
- Maintains building utilization records. Assists rental groups as directed.
- Reports student discipline problems, vandalism, and other related concerns.
- Helps building principals review and revise emergency preparedness plans.
- Acts responsibly to protect district equipment and property. Takes appropriate action during adverse weather conditions. Responds to building emergencies as requested.
- Helps deal with unexpected circumstances or pressing district needs as directed.
- Helps manage building security. Directs visitors to the office. Secures the job site at the end of the workday.
- Helps prepare and maintain an annual equipment inventory.
- Takes precautions to ensure staff/student safety. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
- Reports evidence of suspected child abuse as required by law.
- Keeps current and shares knowledge about advances in equipment technology.
- Participates in staff meetings, and professional growth opportunities.
- Accepts personal responsibility for decisions and conduct.
- Wears appropriate work attire and maintains a neat appearance.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following characteristics and physical skills are important for the successful performance of assigned duties.

- Articulates a clear vision and provides leadership to advance the change process.
- Promotes a positive work environment and engenders staff enthusiasm.
- Skillfully manages individual, group, and organizational interactions.
- Averts problem situations and intervenes to resolve conflicts.
- Interprets information accurately and initiates effective responses.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Organizes tasks and manages time effectively.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.

**Supervisory
Responsibility:**

Under the direction of the assistant superintendent and supervisor of buildings, grounds, and safety: directs, supervises, and evaluates staff as authorized by board policy, administrative regulations, and contractual agreements. Assumes responsibility for the results of duties delegated to staff.

**Working
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- *Duties may require balancing, bending, crouching, kneeling, reaching, standing, and working at various heights.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require operating power-driven equipment.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require wearing protective clothing and using safety equipment.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Amherst Exempted Village School District Board of Education.

The Amherst Exempted Village School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.