

DURANGO SCHOOL DISTRICT 9-R

JOB DESCRIPTION

Job Title: Supervisor of Facilities
Job Family: Facilities
Department: Facilities
Typical Work Year: 12 months

Pay Grade: Administrative
FLSA Status: Exempt
Prepared Date: July 1, 2016

SUMMARY: Oversee and manage all aspects of Custodial Services. Hire, train, supervise, and evaluate custodial personnel in the cleaning and maintenance of assigned buildings, equipment, systems, and grounds in compliance with all safety, health, and District rules and regulations in collaboration with the Facilities Department

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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|---------|-----|---|
| D | 40% | Plan, organize, direct and manage programs, projects and activities related to district custodial operations to ensure a clean and safe environment for students and staff. Develop and implement short-and long-term goals to effectively and efficiently manage district custodial building/site needs. Develop, implement and establish standardized cleaning procedures and training for district custodial personnel. Implement various custodial related programs, including routine, proactive, preventative and predictive. Monitor effectiveness of training, programs and projects. |
| D | 15% | Supervise, evaluate and manage the performance of custodian, and other assigned staff. Provide human resources administration for custodial personnel such as hiring, mentoring, performance evaluation, discipline, training, coordinating workloads and scheduling. Coordinate custodial operations with site administrators, resolve issues and conflicts. Maintain excellent communications with and customer service to all district facilities. |
| D | 20% | Create, plan and oversee evaluation and repair of custodial equipment. Analyze, evaluate and recommend new products, technology, equipment, supplies and services for improvement/advancements in custodial functions. |
| D | 10% | Provide technical expertise regarding district custodial operations and create, develop, and ensure compliance with procedures to comply with federal, state, local regulations, including environmental, energy and safety standards. |
| D | 5% | Develop, prepare and monitor annual department budget. Forecast and budget for short and long term departmental and capital expenditures. Monitor and authorize expenditures in accordance with district procedures. |
| Ongoing | 5% | Perform other duties as assigned. |

EDUCATION AND TRAINING: High school diploma or equivalent

EXPERIENCE: At least three years of custodial experience including two years of supervisory experience

CERTIFICATES, LICENSES, & REGISTRATIONS: Valid Colorado driver's license.

TECHNICAL SKILLS, KNOWLEDGE, & ABILITIES:

- Basic problem solving skills.
- Ability to acquire skills necessary to operate various types of cleaning equipment and snow removal equipment
- Ability to prioritize tasks and adapt to changes without notice.
- Ability to train and supervise others
- Ability to promote and follow Board of Education and District policies, Superintendent policies and building/department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with typical office equipment, such as copier, fax machine, E-mail, etc.
- Operating knowledge of custodial methods and procedures

- Operating knowledge of basic custodial equipment

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

Reports to: Coordinator of Facilities

Direct Reports: Custodians, Head Custodians

BUDGET AND/OR RESOURCE RESPONSIBILITY: Responsible for assisting the Coordinator of Facilities in the development and implementation of the Facilities budget.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feed		X		
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds			X	
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze		X		
Communicate				X
Copy			X	
Coordinate			X	
Instruct			X	
Compute			X	
Synthesize		X		
Evaluate		X		
Interpersonal Skills				X
Compile		X		
Negotiate	X			

WORK ENVIRONMENT:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)		X		
Work near moving mechanical parts			X	
Work in high, precarious places	X			
Fumes or airborne particles		X		
Toxic or caustic chemicals		X		
Outdoor weather conditions			X	
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			

Risk of radiation	X		
Vibration		X	

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	
Loud	X
Very Loud	