

SOLON CITY SCHOOLS

POSITION DESCRIPTION

- POSITION:** Buildings and Grounds Supervisor
- POSITION TYPE:** Classified - Maintenance - Supervisory
- QUALIFICATIONS:** High School Diploma or equivalent is recommended.
- Shall be experienced and excel in mechanical aptitude and have limited knowledge of plumbing, electricity, carpentry and masonry.
- Shall direct and receive written and verbal communications, directions and instructions.
- Shall understand and comprehend the reading and interpretation of blueprints, construction and mechanical documents and specifications.
- Shall have the ability to diagnose, analyze and solve problems.
- Shall have the ability to determine and evaluate projects that can be handled by school employees and those projects that will be contracted out.
- Shall have the ability to manage, direct and supervise maintenance employees and delegate responsibility in an appropriate manner.
- Shall exhibit acceptable standards of emotional stability, moral character, sound health and shall be physically able to perform necessary job responsibilities.
- Shall exhibit pleasant and dignified supervisory manners, be neat in appearance and have the ability to adjust to change.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
- CONTRACT**
- WORK DAYS:** 260 Days
- RESPONSIBLE TO:** Business and Personnel Administrator
- SUPERVISES:** Total Maintenance Staff, Custodial Staff
- GENERAL**
- RESPONSIBILITIES:** To coordinate, direct and expedite the work and assignment of the maintenance employees assigned to maintain, improve and repair school buildings, grounds and equipment.

To maintain the total physical school plant and sites in a condition of operating excellence so that the full educational and community use of it may be made at all times.

SPECIFIC DUTIES

AND

RESPONSIBILITIES: Upon receipt of work orders from administrators, assigns available personnel according to priorities established by the Assistant to the Superintendent to the various tasks of maintenance, repair, purchase of supplies etc. required by the needs of the district.

Makes daily inspections of all building exterior and all school property in the open, originates work orders to correct deficiencies noted, arranges pickup and removal of litter, and any other action necessary to improve health, safety and appearance of school district property.

Inspects and observes the work of maintenance personnel, taking steps necessary to insure that the work is carried out properly and efficiently with regard to time and material.

Keeps records of work performed, worker time on the job and efficiency of workers.

Assigns personnel for athletic field preparation and football/track locker room cleanup.

Obtains personnel for necessary overtime work in the area of maintenance, observing the rules for rotation of overtime per negotiated agreement.

Establishes, with the assistance of the Business and Personnel Administrator, necessary work rules governing the actions of maintenance workers.

Provides necessary steps for constructive discipline of employees according to negotiated policy.

Provides, by direct action or work assignment, training experiences for workers designed to increase the scope of maintenance work they are capable of performing.

Supervises, directs, and manages the maintenance personnel in the areas for which the Supervisor of Maintenance is responsible which are the following:

- a. Maintenance of lawns, plantings, grassed areas and playing fields, mowing, weeding, repairing and lining.
- b. Maintenance of roads, sidewalks and parking lots, repairing, line marking and snow removal.

- c. Interior and exterior building repair and repair of equipment and furniture other than equipment repair done by outside contractors.
- d. Painting and remodeling done by maintenance crews.
- e. Rubbish pickup from buildings, lawns, and paved areas and removal to landfill.
- f. Lawn mower maintenance other than engine or drive train repair.
- g. Cleanliness of maintenance vehicles.
- h. Truck transportation other than that related to the warehouse.
- i. Reporting of maintenance vehicle deficiencies to the Supervisor of Motor Vehicle Maintenance.
- j. Conservation of energy within area of authority.
- k. Other related tasks as assigned by the Assistant to the Superintendent of Business and Personnel.

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