

NORTH KINGSTOWN SCHOOL DEPARTMENT

FUNCTIONAL JOB DESCRIPTION

Job Title:	Supervisor of Plant & Grounds
Department:	Plant & Grounds
Reports to:	Chief Operating Officer
Supervises:	Maintenance, Custodial Contract Services and Office Staff
Description of job:	
<p>Job Goal:</p> <p>To provide all students with a physical learning environment that is safe, clean, attractive, pleasant and smoothly functioning.</p> <p>Performance Responsibilities:</p> <ol style="list-style-type: none">1. Examines school buildings and grounds on a regular basis for needed repairs and maintenance.2. Recommends priorities on repair projects.3. Estimates cost of repair projects in terms of labor, material and overhead.4. Lays out and inspects work.5. Develops a system for dealing efficiently with emergency repair problems.6. Prepares reports on costs of work done, materials used, and labor expended.7. Obtains price quotations on materials, supplies and equipment and makes recommendations for purchase of same.8. Maintains a file of plans and specifications for all school buildings, to include Fire Alarm, RIDEM, State Boiler inspector an Elevator Inspections / certificates.9. Reviews work orders and recommends approval or rejection, assigns priorities and orders material needed.10. Assigns work orders to include direct supervision of housekeeping contracted service.11. Maintains a file of completed work orders showing cost of material and labor.12. Organizes and implements a program of preventive maintenance13. Consults with school principals regarding establishment of regular preventive maintenance programs.14. Screens, recommends new hires.15. Sets up training as needed for staff.16. Responsible for time records and evaluation of maintenance and office staff.17. Prepares plans and technical specifications for issuance of bid invitations on construction and renovation projects as required.18. Advice on hiring of contractors to perform certain maintenance or repair services.19. Supervises and inspects the improvement or renovation work performed by outside contractors, and verifies that the terms of all such contracts have been fulfilled before recommending authorization of final payment.20. Have a thorough knowledge of reading and interpreting blueprints and specifications.21. Recognizes and corrects all unsafe plant/school conditions.22. Makes recommendations for the assignment of and termination of employment of all personnel with the plant and grounds department.23. Cooperates with fire marshal, building inspector, RI Trust insurance, RIDEM inspection, RIDOH health officials, State Boiler Inspector and town municipalities concerning periodic inspections and recommendations in accordance with code compliances and town ordinances. Coordinates District wide electrical power interruptions and snow team responses.24. Keeps informed of the latest trends, developments, and products in the areas of maintenance, repair and upkeep, and encourages innovation and experimentation as appropriate.25. Plans and assists budget preparations with administration officials and school principals.26. Responsible for the operation of vehicles and equipment and tools used by building and grounds personnel.	

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27. Maintains a complete inventory record of all equipment and tools used by buildings and grounds personnel.
28. Responsible for maintaining a folder on pending and completed purchase order for buildings and grounds.
29. Confers with school principals and other parties in making plans for landscaping, planning and maintenance of various school grounds.
30. Helps in the selection of trees, shrubs, plants and see appropriate for sowing.
31. Procures supplies and equipment as needed for grounds.
32. Directs the preparation of playing fields, grounds and other necessary facilities for athletics and other school activities.
33. Makes recommendations for the determination of rent-or-buy decisions and optimum timing of replacements for vehicles and equipment assigned to the department.
34. Responsible for the physical security of all school department facilities and provide a month security report.
35. Implement and supervise appropriate Hazardous Material Programs inclusive of identification, monitoring and removal of hazardous materials (i.e. lead and asbestos)
36. Perform other duties assigned by the Chief Operating Officer and/or Superintendent of Schools.

Protective Personal Equipment:		goggles if needed			
Classification:	Sedentary:	Light:	Medium:	Heavy: X	Very Heavy:
<i>Classification Key:</i>					
<i>Sedentary – Exerting up to 10 lbs. of force occasionally; negligible amount of force frequently to lift, carry, push/pull or otherwise move objects;</i>					
<i>Light – Exerting up to 20 lbs. of force occasionally and/or 10 pounds of force frequently or negligible amounts of force constantly to move objects;</i>					
<i>Medium – Exerting 20 lbs. – 50 lbs. of force occasionally; 10 lbs. – 20 lbs. frequent; and/or greater than negligible up to 10 lbs. of force constantly to move objects;</i>					
<i>Heavy – Exerting 50 lbs. – 100 lbs. of force occasionally; in excess of 50 lbs. frequently; 10 lbs. – 20 lbs. of force constantly to move objects;</i>					
<i>Very Heavy – Exerting in excess of 100 lbs. of force occasionally; and/or in excess of 50 lbs. of force frequently; in excess of 20 lbs. of force constantly to move objects.</i>					
Driving Requirements:		None: Licence		Manual: Own Vehicle	Automatic: Own Vehicle

Work Environment			
Floor Surface:	Tile or Carpet		
Inside:	Up to 75%	Outside:	Up to 25%
Lighting:	Incandescent or Fluorescent		
Vibration:	Potentially power tools, snow removal equipment.		

PHYSICAL DEMANDS

LIFTING						
Maximum weight lifted: up to 75 pounds occasionally						
WEIGHT	Never	Occasionally	Frequently	Constant	Heights	Description of object
0 – 10 lbs.		x				
10 – 20 lbs.		x				
20 – 35 lbs.		x				
35 – 75 lbs.		x				

CARRYING						
Maximum weight carried: up to 50 lbs.						
WEIGHT	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.		x				
10 – 20 lbs.		x				
20 – 35 lbs.		x				
35 – 50 lbs.		x				

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PUSHING/PULLING						
Maximum push/pull: 50 lbs						
WEIGHT or FORCE	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.		x				
10 – 20 lbs.		x				
20 – 35 lbs.		x				
100 + lbs.	x					

ACTIVITY	Never	Occasionally	Frequently	Constant	Comments
Sitting				x	
Standing			x		
Walking			x		
Bending		x			
Twisting		x			
Crawling		x			
Kneeling		x			
Squatting		x			
Climbing		x			
Reaching – Vertical		x			
Reaching – Horizontal			x		
Grasping		x			
Pinching		x			
Manual Dexterity		x			
Fine Dexterity		x			

FREQUENCY KEY: Never (0%); Occasionally (0 – 33% of shift); Frequently (34-66% of shift); Constant (67 – 100% of shift)

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each of the above noted essential duties 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.

Education and/or Experience:

College Degree; 4 year institute

5-7 / years; previous experience in similar size school district

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License/Certificate/Certification:

- ★ Critical Asset Management/ Threat & Risk Assessment (MGT 315) 2015
- ★ International Code Council Member, ICC, www.iccsafe.org
- ★ RIEMA: Understanding & Planning for School Bombing Incidents (AWR132)
- ★ Rhode Class A & B UST System Operator License
- ★ Rhode Island Class III Asbestos Competent Person License,
- ★ AHERA, Local Education Agencies, LEA North Kingstown School
- ★ RIEMA. Rhode Island School Safety Conference
- ★ Threat & Risk Assessment for School Personnel K-12 (MGT 310)
- ★ Multi-Hazard Planning for Schools (G364), RI Emergency Management
- ★ Understanding & Planning for School Bomb Incidents, Homeland Security

Technological and/or Technical Skills:

Skilled in using MS Office: Word, Excel, possible interpretation of CAD drawings, AESOP employee attendance, School Dude or other work order systems, Building Maintenance Computerized System(s), heating and cooling and Google.

Communication Skills:

Strong oral and written communications skills. Demonstrable presentation and platform skills.

Planning Skills:

Ability to prioritize needs and respond to requests in an organized manner.

Interpersonal and Problem solving skills:

Demonstrable ability to effectively handle complex district wide issues utilizing a problem solving approach. Capability of responding simultaneously to a variety of requests from school committee members, administrators, staff, housekeeping contracted service, public agencies, parents and the community (multi-tasking).

Capable of working collegially with all levels of administration and staff.

Terms of Employment:

At will.

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Evaluation:

Annually, per GCB

Date: 4/2017