

Mission: R.S.U. No. 67 strives to provide a safe, caring, supportive educational environment which empowers all individuals to fulfill their unique potential as lifelong learners and to become responsible, contributing citizens in an ever-changing global society.

R.S.U. No. 67
Chester, Lincoln, Mattawamkeag
Job Description

Title: Buildings and Grounds Supervisor

Qualifications:

- High School Diploma or GED
- State of Maine boiler operator's license preferred
- Class 'C' driver's license (Class 'B' driver's license – M.A. only) and clean driving record
- Experience operating heavy equipment (loaders, tractors, etc.)
- Ability to operate snow removal equipment (plows, sanders, etc.)
- Trade skills in carpentry, painting, electrical and/or plumbing (within the limits imposed by licensing requirements)
- Ability to lift and carry 75 pounds
- Basic knowledge of OSHA and environmental regulations
- Desires and has ability to acquire new skills

Reports to: Facilities Director and the Building Principal

Job Goal: Work collaboratively with all stakeholders to insure a clean, safe school environment for educational, extracurricular and other functions authorized under the Board of Directors' Facilities Use Policy.

Performance Responsibilities:

- Develop and administer school level operations and maintenance budgets in conjunction with the building principal and the Director of Operations
- Monitor the operation of the heating plant
- Develop and maintain cleanliness standards and procedures
- Supervise and annually evaluate the performance of the custodial/building grounds staff
- Implement directives from the facilities director with custodial/buildings and grounds staff
- Provide annually, in conjunction with budget development, a list with estimates of capital projects and major maintenance projects needed for the fiscal year
- Work with other building and grounds supervisors to achieve school district objectives as directed by the facilities director
- Meet daily with the building principal to review schedule changes and changes in school priorities
- Meet monthly with the facilities director and other building and grounds supervisors to review operations

- Conduct annual safety training for custodial staff in conjunction with other buildings and grounds supervisors
- Is responsible for inspections including, but not limited to: periodic boiler inspections, elevator inspections, fire extinguisher inspections, safety shower inspections, etc.
- Performs daily cleaning functions, as needed
- Supervise/perform grounds maintenance of athletic fields, lawns, parking areas, outbuildings, etc. including lime and fertilizer applications
- Develop project lists by school for summer maintenance in conjunction with the building principal and the facilities director
- Collaborate with building principals to develop personnel schedules that maximize the use of human and financial resources
- Submit requisitions with the approval of the facilities director and the superintendent of schools, and maintain adequate inventories of all custodial supplies, maintenance materials, services, and fuels
- Work with the district's integrated pest management coordinator to resolve issues with pest management and pesticide application, including rodenticides, insecticides, and herbicides, as well as non-chemical management techniques
- Evaluate work practices regarding equipment and materials to maximize operating efficiencies
- Perform job-related functions, as deemed necessary and appropriate to fulfill the job goal.

Evaluation: Evaluations will be completed annually by the facilities director in conjunction with the building principal

Work Schedule: Year-round position

Adopted: August 5, 2015