



PURPOSE:

- The Building Services Supervisor is responsible for coordinating and supervising with the Maintenance Supervisor to supervise all activities assigned to the plant engineer and custodial groups for the district, as well as being a Maintenance Team Lead. The supervisor is responsible for assuring condition of safety, cleanliness, sanitation, aesthetic appeal and levels of maintenance and operability for all district buildings. This position is responsible for providing effective and timely communications to all users of the building and the Maintenance Supervisor.

REPORTS TO:

- Maintenance Supervisor

QUALIFICATIONS:

- High school diploma or equivalent.
- Minimum 4 years' experience in school building maintenance and custodial fields.
- Experience in a leadership role to include employee supervision and evaluation.
- Ability to develop and implement work schedules and write reports.
- Ability to effectively plan, organize, delegate and listen.
- Have a thorough knowledge of industry safety and accident procedures.
- Must be knowledgeable of all school district, federal, state, county and local agency regulations related to school building issues.
- Previous experience in school purchasing, budgeting, and procedures.
- Passes required criminal background check.
- Hold a valid state-issued driver's license.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Works with Principals and Maintenance Supervisor to plan and direct activities for all assigned to the Plant Engineer and custodial groups.
- Facilitate supervision and participate in evaluations of all plant engineer and custodial personnel.
- Facilitate hiring and disciplinary processes for plant engineer and custodial personnel as needed.
- Evaluate the technical skills and effectiveness of plant engineers and custodians.
- Perform regular and frequent inspections for maintenance and safety of all buildings and informs all relevant parties.
- Establish maintenance standards and coordinate building work load schedules.
- Request and provide support from maintenance crew when needed.
- Develop, maintain, update and distribute work group manuals.
- Preparation of and adherence to departmental budgets.
- Prepare reports on costs of materials used, equipment inventories, etc.
- Coordinate with the Maintenance Supervisor on safety, hazardous materials, and other district-wide facilities-related programs.
- Consult with building principals regarding improvements and/or services needed for their buildings.
- Order materials, supplies and equipment when needed.
- Assist in regular examination of buildings for future needs and projects.
- Comply with all local, state, federal and other agencies regulations pertaining to district wide safety, hazardous chemicals, asbestos, building codes, etc.
- Response for applicable city, state, and federal reports.
- Work together with district staff for the benefit of the district.
- Position requires regular attendance and to be on duty as necessary.



- Establishes and maintains professional, positive, cooperative and harmonious relationships with administrators, staff, students, parents and the community.
- Uses computer technology for specified program tasks as needed for instruction or communication.
- Achieves professional growth as directed by the district, through consultation with district support staff, attendance at building and district in-service meetings and approved workshops and classes.
- Responds in a cooperative and positive manner to supervision and direction.
- Maintains all licenses and requirements needed to maintain professional standing and the requirements to complete all assigned reports.
- Models personal behaviors of honesty, fairness, courtesy, consideration and good citizenship.
- Achieves and maintains satisfactory levels of performance, as described in the district and school evaluation policies and procedures and as communicated by the administration.
- Demonstrates good communication, organization and computer skills and has a strong work ethic.
- Supports the philosophy and mission of School District 9.
- Performs job related tasks as designated by supervisor.

PHYSICAL REQUIREMENTS:

- Requires stooping, bending, reaching, lifting, carrying objects and climbing ladders.
- Must work indoors and outdoors year-round during all types of weather.
- Must be able to work in noisy and crowded environments.
- See [physical requirements](#).

Rate of Pay:

According to Supervisor Salary Schedule