

**LEXINGTON / RICHLAND SCHOOL DISTRICT FIVE, SOUTH CAROLINA
JOB DESCRIPTION, FEBRUARY 2005**

JOB TITLE: FACILITY SUPERVISOR

GENERAL STATEMENT OF JOB

Under limited supervision, supervises and performs a variety of custodial and basic building and grounds maintenance tasks in order to provide a clean and safe environment for students and school personnel. Reports to the assigned Principal.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Supervises and performs a variety of custodial and basic building and grounds maintenance tasks in order to provide a clean and safe environment for students and school personnel.

Meets with Principal and District Facilities Maintenance and Operations Supervisor to plan and implement repairs and general maintenance tasks.

Opens / secures buildings and conducts daily safety checks of buildings, grounds, playgrounds and equipment.

Supervises the daily activities of assigned custodians; supervisory duties include instructing, assigning and planning work, reviewing work, maintaining standards, selecting new employees, acting on employee problems. Reviews the work of subordinates for compliance with policies and procedures and standards of quality and safety; evaluates performance and makes recommendations for improvement; offers training, guidance and assistance as needed.

Supervises and participates in a variety of basic custodial functions, following established regulations and standards for cleanliness and safety. Duties may include but are not limited to cleaning restrooms, classrooms, offices, cafeteria and other areas of the school building; removing trash; sweeping, vacuuming, mopping and buffing floors; stripping and waxing floors; cleaning windows and walls; dusting; removing trash from grounds; watering plants, etc.

Provides instruction and review of bloodborne pathogens policies on the proper clean up of body fluid spills, etc.

Operates, maintains and performs minor repairs to HVAC systems, lighting systems, sound systems, irrigation systems, motorized equipment, and other electrical, plumbing and/or mechanical systems and equipment.

Coordinates the cleaning of school cafeteria; maintains and repairs cafeteria equipment.

Performs light maintenance duties, including changing light fixtures, moving furniture, performing minor repairs to equipment and furniture, painting wall surfaces and other structures, etc.

Conducts set-up/take-down of furniture, sound systems, lighting, etc., for special events.

Supervises and participates in grounds maintenance duties, including but not limited to cutting grass, edging, trimming trees and shrubbery, watering and fertilizing grass and trees, removing trash and debris, etc.

Applies pesticides as needed.

Reports the need for major repair work or servicing to District maintenance staff.

Orders, picks up and maintains adequate inventory of maintenance and custodial supplies.

May be required to respond to emergency calls.

Maintains assigned vehicles, tools and equipment.

Prepares required work records and reports with accuracy and in a timely manner.

Receives and responds to inquiries, requests for assistance and complaints in areas of responsibility.

Interacts and communicates with the Principal, other school staff, subordinates, District maintenance staff, students, parents, volunteers, visitors, sales representatives / vendors, and the general public.

Operates and maintains a variety of equipment which may include a floor buffer, carpet cleaner, vacuum, sweeper, wet vac, mowers, weed eaters, edgers, trimmers, various hand and power tools, cleaning equipment and tools, leaf blower, etc. Exercises care and safety in the use of equipment and tools required to complete assigned tasks.

Uses custodial supplies, cleansers, hand tools, clerical and computer supplies, etc.

Attends training, seminars and workshops, etc., as necessary to maintain and enhance job knowledge and skills.

ADDITIONAL JOB FUNCTIONS

Assists with the removal of recyclable materials.

Spreads salt / sand on walkways and driveways during inclement weather as necessary.

Delivers packages / supplies to various school locations as requested.

Raises / lowers flag daily.

Assists in cleaning cafeteria tables as necessary during staff shortages.

Assists with special projects as assigned.

Performs routine administrative/office tasks as required, including but not limited to preparing reports and correspondence, copying and filing documents, answering the telephone, entering and retrieving computer data, etc.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires high school diploma, GED or specialized vocational training supplemented by six to nine years of related facility maintenance experience, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must possess a valid state driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Requires medium work that involves walking, standing, stooping, crouching, crawling, climbing, stretching or lifting all of the time and also involves exerting between 20 and 50 pounds of force on a recurring basis, or considerable skill, adeptness and speed in the use of fingers, hands or limbs in tasks involving very close tolerances or limits of accuracy.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes the giving of assignments and instructions to subordinates. Includes the receiving of information and instructions from supervisor.

Language Ability: Requires the ability to read a variety of administrative, technical and other documents and reports. Requires the ability to prepare various types of reports and documents with the proper format. Has the ability to speak before others with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in oral, written, diagrammatic or schedule form. Requires the ability to apply influence systems in staff supervision; to learn and understand principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow and give verbal and written instructions; to counsel and teach employees. Must be able to communicate effectively and efficiently in a variety of technical and/or professional languages including facility management, building trades, custodial care, etc.

Numeric Aptitude: Requires the ability to add and subtract totals, to multiply and divide, to determine percentages and decimals and to determine time. Must be able to use practical applications of fractions, percentages, ratio and proportion.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes in using office and specialized equipment; to operate motor vehicles.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, hand and power tools, measuring devices, etc. Must have significant levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency situations or tight deadlines. The worker may be subject to tension as a regular, consistent part of the job. Worker may be subject to danger or risk to a moderate degree.

Physical Communications: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, procedures and policies of the assigned school and School District as they pertain to the performance of duties of the Facility Supervisor. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Is able to follow oral and written instructions with minimal supervision. Has the ability to plan, organize and prioritize daily assignments and work activities. Has thorough knowledge of the practices, methods, materials, tools, equipment and supplies used in grounds and building maintenance activities. Has knowledge of cleaning methods, procedures, materials and supplies. Has skill in performing general maintenance and custodial operations. Is able to estimate time, materials and supplies required to complete various tasks. Has knowledge of applicable occupational hazards and safety precautions. Has knowledge of OSHA laws and District policies pertaining to bloodborne pathogens, and is able to provide related training and to ensure compliance. Is able to perform manual work requiring physical strength and agility. Is able to work effectively despite occasional exposure to heat / cold, odors, toxic agents / hazardous materials, noise, wetness, humidity, electric currents, machinery hazards, dusts, vibrations, working in confined and/or high spaces, etc. Is able to ensure safe and effective use of equipment and tools by subordinates. Is able to read and interpret various technical manuals and materials pertaining to the responsibilities of the job. Knows how to apply supervisory concepts and principles. Knows how to plan, organize and direct a subordinate custodial staff. Has the ability to offer instruction and advice to subordinates regarding policies, methods and regulations. Is able to perform employee evaluations and to make recommendations based on results. Has the ability to offer training and assistance to subordinates, co-workers and employees of other departments as required. Is able to read and interpret various materials pertaining to the responsibilities of the job. Is able to prepare routine reports and records in a concise, clear and effective manner. Has knowledge of proper English usage, grammar, punctuation and spelling; has the mathematical ability to handle required calculations. Has knowledge of and is able to use modern office practices and equipment, including computers and related software. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation. Knows how to react calmly and quickly in emergency situations. Has the ability to learn and utilize new skills and information to improve job performance and efficiency.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

Quantity of Work: Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

Relationships with Others: Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

Planning: Plans, coordinates and uses information effectively to enhance activities and production. Knows and understands expectations regarding such activities and works to ensure such expectations are met. Develops and formulates ways, means and timing to achieve established goals and objectives. Effectively and efficiently organizes, arranges and allocates manpower, financial and other designated resources to achieve such goals and objectives.

Organizing: Efficiently organizes own work and that of subordinate staff. Ensures that personnel understand what results are expected of them, and that each is regularly and appropriately informed of all matters affecting or of concern to them.

Staffing: Works with upper management, where appropriate, to select and recommend employment of qualified personnel. Personally directs the development and training of personnel under charge, ensuring their proper induction, orientation and training.

Leading: Provides a work environment which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to personnel under charge concerning their performance. Commends

and rewards personnel under charge for outstanding performance, and takes timely and appropriate disciplinary action as necessary. Exercises enthusiasm in influencing and guiding others toward achievement of established goals and objectives.

Controlling: Provides a work environment which is orderly and controlled. Coordinates, audits, and controls manpower and financial resources efficiently and effectively. Coordinates, audits, and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of established standards, methods and procedures.

Delegating: Assigns duties as necessary and/or appropriate to meet goals, enhance abilities of personnel under charge, build their confidence and assist them in personal growth. Has confidence in personnel under charge to meet new or additional expectations.

Decision Making: Exercises discretion and judgment in developing and implementing courses of action affecting functions under charge. Recognizes when a particular policy, procedure or strategy does not foster the desired result, and moves decisively and explicitly to develop and implement alternatives.

Creativity: Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of functions under charge. Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change that supports achievement of goals and objectives.

Human Relations: Strives to develop and maintain excellent rapport with personnel under charge. Listens to and considers their suggestions and complaints, and responds appropriately. Establishes a work environment to promote and maintain mutual respect.

Policy Implementation: Has a clear and comprehensive understanding of policies regarding functions under charge and the function of the organization. Adheres to policies in the discharge of duties and responsibilities, and ensures the same from personnel under charge.

Policy Formulation: Maintains awareness of changes in operating philosophies and policies, and routinely reviews policies to ensure any changes in philosophy or practice are appropriately incorporated into functions under charge. Recognizes and understands the relationship between operating policies and practices and morale and performance. Strives to ensure that established policies enhance same.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.