

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

JOB TITLE: NIGHT SHIFT SUPERVISOR

GENERAL STATEMENT OF JOB

Under general supervision is responsible for maintaining the cleanliness of its facilities. Conducts a wide variety of grounds and facilities maintenance and general equipment repair duties. Supervises subordinate custodial and housekeeping staff. Reports to the assigned Principal/Assistant Principal and/or Facilities Supervisor.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Supervises the maintenance of the grounds of the campus.

Oversees and/or conducts general building maintenance as necessary which involves such duties as repairing lights, doors, commodes, sinks, ceiling tiles, security and fire systems, etc.; cleans heating and air-conditioning unit ducts as needed.

Repairs equipment and furniture as assigned such as vending machines, ice machines, dish washers, outdoor tools etc.; assembles furniture as requested; moves furniture as needed; reports major repair needs to immediate supervisor; maintains motors and other mechanical equipment requiring scheduled servicing.

Cleans indoor areas which involves such duties as sweeping, mopping, and waxing floors, clearing tables, vacuuming, cleaning carpet, etc.

Requisitions supplies and materials as needed to perform duties.

Assumes responsibility for the opening and closing of buildings daily as work schedule dictates, responds to burglar alarms after 11:00 pm.

Maintains parking lots which involves such duties as removing debris, painting lines, blowing sand and dirt, etc.

Supervises the work of assistant custodians and housekeepers which involves providing guidance and training, coordinating work, scheduling and reviewing their work, ensuring adherence to schedules.

Maintains files and records of equipment, inventory, reports, data sheets, inspections and work calendar.

Assumes responsibility for compliance with local laws and procedures for the storage and disposal of trash, rubbish, debris and waste.

Interacts with co-workers, supervisors, students, teachers, and the general public.

Operates maintenance equipment such as a tractor, mowers, weed eaters and edgers, buffers, power tools, etc.; utilizes various cleaning supplies, hand tools, and landscaping agents; operates general office equipment.

Performs other related duties as required.

ADDITIONAL JOB FUNCTIONS

MINIMUM TRAINING AND EXPERIENCE

High school graduate or equivalent, with one to two years of experience in building and grounds maintenance; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Must possess a valid South Carolina 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.