

JOB TITLE: SUPERVISOR, FACILITY SERVICES

REPORTS TO: Superintendent or Designee

POSITION PURPOSE:

Ensure clean, efficient, and secure facilities and functions for MESD operations. Supervises MESD's services, which includes responsibility for building maintenance, repair, operations as well as MESD's mail services and office supplies. This includes responsibility for planning and budgeting. The position contributes to the appearance and effective operations of facilities and grounds and oversees activities necessary to maintain and operate facilities and equipment within the district.

NATURE & SCOPE:

This position is subject to board policies, administrative rules and procedures, department regulations and applicable state and federal statutes. This position carries specific administrative authority to effect the responsibilities in this job description. All commitments outside of authorized programs and services are subject to prior approval by the supervisor of this position.

ESSENTIAL LEADERSHIP QUALITIES:

1. Trust: Develop trust among co-workers through honesty and fairness.
2. Communication: Communicate in an inclusive and collaborative manner.
3. Vision: Lead with vision and follow-through.
4. Personal Qualities: Be respectful, caring and courageous.
5. Management Style: Be visible, humble and a team player.
6. Agency-wide perspective: Be involved in, and supportive of continuous overall improvement of MESD.

ESSENTIAL JOB FUNCTIONS:

1. Develops buildings, grounds, mail service, transportation, and office supply plans. This includes responsibility for an approved long-term building maintenance schedule.
2. Creates and implements day-to-day schedules for the maintenance of building and grounds including plantings, hard surface areas, and related site improvements.
3. Recommends improvements or solutions and monitors all contracted services for the maintenance of buildings and grounds.
4. Supervises and evaluates personnel as assigned, including custodians, mail room, transportation, and maintenance, and includes responsibility or schedules, assignments and training. Also arranges for substitute staff as needed.

5. Monitors the maintenance and operation of building security, fire alarm and sprinkler systems and reports all unauthorized intrusions. Manages building access key and card security systems, work management systems and associated user training.
6. Oversees the financial management of facility services, which includes developing budget recommendations based on previously established guidelines and priorities. Makes recommendations and prepares financial reports as requested. Participates in the capital planning process, including recommending projects, developing budget estimates, developing project specifications, overseeing bid process, and project management.
7. Manages the day-to-day utilization of supplies and materials for facility services and other areas as assigned. Maintains a system for ordering, storage, transfer and inventory of supplies and materials. Monitors the utilization of on and off-site bulk storage space.
8. Prepares and maintains records including, but not limited to, time sheets, overtime reports, security reports, permit and license renewal, and inventory according to established guidelines.
9. Supervises operation and scheduling of meeting rooms and training coordination for users.
10. Acts as project manager for renovation and remodel projects as directed.
11. Maintains consistent and regular attendance.
12. Uses personal safety techniques to avoid exposure and injury to self, students and other staff.

OTHER JOB FUNCTIONS:

1. Performs custodial, maintenance, and related tasks on building and grounds as needed and/or assigned.
2. Works with MESD committees, including but not limited to Safety, Emergency Response, and Risk Management, as pertinent to buildings and grounds.
3. Works with the ergonomics team, which includes meeting with employees and exploring adjustments and accommodations to the workstations for increased employee comfort.
4. Serves as the local educational agency designate for asbestos management and to manage asbestos abatement programs for MESD.
5. Performs other job-related duties as assigned.

WORKING CONDITIONS:

Work is performed primarily indoors with occasional outdoor inspection or relief and emergency activities. The work involves occasional cleaning and may be exposed to cleaning chemicals and machinery used in maintenance.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Effective supervisory, planning, scheduling, and budgeting skills.
2. Knowledge of methods, materials, and equipment used in management and day-to-day operations.
3. Knowledge of facilities and maintenance work hazards and safety precautions.
4. Knowledge of preventive maintenance practices and procedures relating to facilities services and operating equipment.
5. Knowledge of and experience with, use of technology hardware/software applications used in management of facilities operations.
6. Ability to operate safely and effectively a variety of building related operating equipment and systems including security and HVAC, as well as cleaning, repair, and grounds maintenance.
7. Ability to communicate effectively with MESD management team, other employees, and students using tact, courtesy, and good judgment.
8. Ability to work with accuracy and attention to detail to meet deadlines.
9. Ability to understand and carry out oral and written instructions, policies and procedures.
10. Valid driver's license and vehicle for on-the-job use.
11. Knowledge of project management practices.
12. Knowledge of and compliance with OSHA regulations.

EDUCATION AND EXPERIENCE:

High school diploma, or G.E.D., and three years experience in the following areas:

- ◆ Supervision and managing personnel;
- ◆ Maintaining and repairing buildings;
- ◆ Custodial services;
- ◆ Operating and maintaining HVAC systems; and,
- ◆ Managing and maintaining supply inventory.

or the equivalent education and experience, which would provide the applicant with the desired skills, knowledge and ability, required to perform the job.

PHYSICAL REQUIREMENTS:

1. Ability to lift, push, and pull at least sixty (60) pounds.
2. Ability to sit and/or drive for four (4) plus hours per day.
3. Ability to make repetitive hand-movements, such as typing, for three (3) plus hours per day.
4. Ability to stand, walk, squat, kneel, climb stairs, climb ladder, stoop, bend, drive, and crawl, and reach above shoulder with a frequency of 55%-100% of the work day.

I have reviewed and understand the above mentioned job responsibilities and essential duties, and I acknowledge that I am able to perform the essential functions.

Employee Print Name

Signature

Supervisor Print Name

Signature

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.