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Position: Buildings and Grounds Supervisor  
Department: West Salem School District Staff  
Reports To: Superintendent  
Approved By: Board of Education

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I. **Summary:** To lead custodial staff and manage maintenance duties and building related systems.

II. **Essential Duties and Responsibilities:**

- A. To be responsible for the proper maintenance and operation of all mechanical systems in the district and outdoor recreational school grounds and equipment.
- B. To recommend and obtain bids from vendors as needed to remediate issues with the mechanical system and construction beyond the scope of the ability of district employees.
- C. To ensure that all local and state building codes are met when district employees and outside vendors complete projects.
- D. To ensure that the school's heating and mechanical systems are checked daily during below thirty degree days.
- E. Assign carpentry work as needed throughout the district.
- F. Monitor the use of energy and recycling throughout the district.
- G. Obtain bids and order custodial and maintenance supplies.
- H. Monitor the budget lines of the maintenance and custodial budgets and alert the superintendent if costs will exceed the budget due to unexpected needs.
- I. Schedule maintenance and special projects as appropriate.
- J. Annually walk each building with the principal and superintendent and make recommendations with cost data to the building and grounds committee in early June of each year.
- K. Hire, train, supervise and evaluate outdoor grounds, maintenance and custodial staff members.
- L. Provide required training on equipment to employees.
- M. Schedule required automated external defibrillator (AED), First Aid and cardiopulmonary resuscitation (CPR) training for custodial and maintenance staff members with the school nurse.
- N. Schedule all maintenance and custodial staff as needed for regular hours and extra events.

- O. Coordinate and secure substitutes through the district sub calling software.
- P. Be a working supervisor and assist with work as needed.
- Q. Serve as the district Safety Coordinator, Hazardous Waste Coordinator, AHERA (Asbestos Hazard Emergency Response Act) Manager, Pest Plan Manager, asbestos inspector, and green school issues that may affect the facilities and grounds.
- R. Conduct the required six-month periodic surveillance reports on asbestos and schedule the three year asbestos inspection through CESA.
- S. Attend appropriate services and CESA trainings and train maintenance and custodial staff as appropriate.
- T. Oversee the district's key control policy, maintain appropriate records and disable fobs as appropriate, and change locks/cylinders as needed.
- U. Complete water and radon inspections as required by statutes.
- V. Oversee the collection and bidding for refuse services.
- W. Maintain the swimming pool and Outdoor Education Center.
- X. Oversee the removal of snow and ice from all school driveways, walkways and playgrounds and contract with snow removal when needed.
- Y. Supervise the work of outside contractors including obtaining proof of insurance certificates.
- Z. Ensure that all Material Safety Data Sheets are readily accessible to district employees in the designated location in each building.
- AA. Be responsible for building security items are all in working order and tested annually and digital recordings reviewed and retained according to statutes and Board policy.
- BB. Maintain and update the Pest Management Plan.
- CC. Be knowledgeable and follow all district policies.
- DD. As a representative of the school district, you are expected to deal with the public and school employees in a courteous and professional manner.
- EE. Shall perform all other duties as the superintendent or Board may determine.

**III. Supervisory Responsibilities:**

All district custodial and maintenance employees.

**IV. Qualification Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill and/or ability required.

**A. Education and/or Experience**

High school diploma. Preferred Certified Building Engineer Degree or Certificate. Five (5) years related experience, including two (2) years supervising experience preferred.

**B. Certificates, Licenses, Registrations:**

CPR, AED, First Aid and Driver's license.

**C. Language Skills:**

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.

**D. Mathematical Skills:**

Ability to read charts, graphs and compute sums.

**E. Reasoning Ability:**

1. Ability to define problems, collect data, establish facts and draw valid conclusions.
2. Ability to interpret an extensive variety of technical instruction and deal with several abstract and concrete variables.
3. Ability to maintain a high degree of confidentiality within and outside the school and work collegially with all staff members and the general public.

**F. Technology Skills:**

1. Demonstrate ability to use appropriate technology to process, store, and retrieve data required for the position.
2. Demonstrate appropriate software skill levels for word processing, spreadsheets, database, presentations, and telecommunications.

**G. Other Skills and Abilities**

Ability to problem solve and work collegially with co-workers, students, the general public, all staff members and supervisors and independently when appropriate.

**H. Physical Demands:**

1. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

2. While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk and hear. The employee is occasionally required to reach with hands and arms, stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 50 pounds. The employee must use a lift belt when lifting over 50 pounds. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.
3. Must be able to exert 30-60 pounds of force occasionally and/or 20-35 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move object.

**I. Work Environment:**

1. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. The noise level in this environment is quiet to loud, depending upon the activity in the particular part of the day.

**J. Leadership Ability:**

1. Ability to motivate, guide and supervise employees.
2. Ability to relate well with employees, students, faculty, and general public.
3. Articulates a clear vision and provides leadership to advance the change process.
4. Promotes a positive work environment and create staff enthusiasm.
5. Skillfully manages individual, group, and organizational interactions.
6. Averts problem situations and intervenes to resolve conflicts.
7. Interprets information accurately and initiates effective responses.
8. Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
9. Organizes tasks and manages time effectively.
10. Completes paperwork accurately. Verifies and correctly enters data.
11. Maintains an acceptable attendance record and is punctual.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position perform additional duties and additional duties may be assigned.

APPROVED: May 13, 2003

REVISED: February 8, 2010

REVISED: January 28, 2013