
Position : Second Shift Maintenance/Custodial Supervisor
Department: West Salem School District Office
Reports To: Building and Grounds Supervisor
Approved By: Board of Education Date: February 8, 2010

I. **Summary:** The second shift maintenance/Custodial supervisor shall assist the Building and Grounds Supervisor in supervision of the second shift custodial staff and day shift as needed in maintaining the district's facilities and grounds at a level of operating excellence, cleanliness and safety allowing for educational and community use of the district's facilities.

II. **Essential Duties and Responsibilities:**

- A. Serve as the supervisor of the maintenance and custodial staff for the second shift and in the absence of the Building and Grounds Supervisor.
- B. Visit each site daily to assure proper cleaning and maintenance of each facility is maintained.
- C. Work cooperatively with the Building and Grounds supervisor advising him or her for the need of cleaning supplies.
- D. Monitor building security daily: ensuring that windows, doors, cameras and exterior lighting of the facilities are operational and secure.
- E. Hire, supervisor and evaluate employees on the second shift cooperatively with the Building and Grounds Supervisor
- F. Communicate with the building principal regarding the custodial and maintenance operations in the buildings.
- G. Assign tasks as needed to the evening staff.
- H. Ensure that all co-curricular events and building use needs are completed.
- I. Be a working supervisor assisting where and when needed and substitute if necessary for absent custodial employees if no other substitute is available.
- J. Perform such duties as the Building and Grounds Supervisor assigns.
- K. Work hours vary during the summer and non school days and for school days.
- L. Be knowledgeable and follow all district policies.
- M. Attend appropriate trainings as assigned.
- N. As a representative of the school district, you are expected to deal with the public and school employees in a courteous and professional manner.
- O. Shall perform all other duties as the superintendent or Board may determine.

III. **Supervisory Responsibilities:**

Second shift maintenance/custodial staff and serve as the Building and Grounds Supervisor in his or her absence with exception to AHERA Manager and key/fob control.

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 and a minimum of three years experience in large building maintenance

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. 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.

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.