



School District of West Salem

JOB TITLE

Maintenance Lead Supervisor

I. QUALIFICATIONS

Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of the Director of Human Resources.

High School diploma and a minimum of three years experience in large building maintenance.

- A. Serve as the supervisor of the maintenance and custodial staff in the absence of the Building and Grounds Director.
- B. Visit each site daily to assure proper maintenance of each facility is maintained.
- C. Work cooperatively with the Building and Grounds Director advising him or her for the need of maintenance issues.
- D. Monitor building security daily: ensuring that windows, doors, cameras and exterior lighting of the facilities are operational and secure.
- E. Hire and supervise employees on the maintenance cooperatively with the Building and Grounds Director.
- F. Assign tasks as needed to the Maintenance staff.
- G. Ensure that all co-curricular events and building use needs are completed.
- H. Be a working supervisor assisting where and when needed and substitute if necessary for absent employees if no other substitute is available.
- I. Perform such duties as the Building and Grounds Director assigns
- J. Attend appropriate training as assigned.

II. SUPERVISION/EVALUATION

The primary supervisor is the Director of Building and Grounds. Performance of this job will be evaluated in accordance with the provisions of the Employee Handbook. This position is responsible for the supervision and evaluation of the maintenance staff cooperatively with the Building and Grounds Director. To serve as the Building and Grounds Director in his or her absence with exception to AHERA Manager and key/fob control.

III. ESSENTIAL FUNCTIONS

This is a specific set of tasks that are representative of most frequently anticipated responsibilities. These should not be interpreted as the only responsibilities performed. Workloads may necessitate temporarily performing responsibilities typically assigned to others

- A. Be knowledgeable of and carry out the School District of West Salem policies.
- B. Deal with the public, students and school employees in a courteous and professional manner.
- C. Ability to follow, building and program policies and procedures.
- D. The Board reserves authority to the Superintendent to assign additional duties and responsibilities as necessary within the scope of the employment position.



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IV. INSTRUCTIONAL / BUILDING / DEPARTMENT RESPONSIBILITIES

- A. Ability to arrive at work on time and be prepared to complete job essential functions.
- B. Ability to promote a friendly and caring environment.
- C. Ability to meet the standard for appearance appropriate to the position.
- D. Ability to learn and practice universal precautions in dealing with any body fluid spills.
- E. Ability to respect district rules of confidentiality in regards to students, staff and situations; in that no specific student information is shared with anyone who does not have a legal right to that information.

V. SKILLS AND ABILITIES

May be representative, but not all-inclusive, of those commonly associated with the position.

The ability to read, write and compute. The ability to define and solve problems; collect data, establish facts and draw valid conclusions. The ability to maintain a high degree of confidentiality within and outside the school and work collegially with all staff members. The ability to adapt to and to use appropriate technology to process, store, communicate, and retrieve data required for the position.

VI. PHYSICAL DEMANDS

The physical demands described below 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 essential functions.

- A. Must be able to sit for extended periods of time
- B. Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment
- C. May occasionally be required to grasp, reach, and stoop/kneel/crouch/crawl
- D. May be required to lift or carry up to 50 pounds
- E. Stand for extended periods of time
- F. May need to walk at a brisk pace
- G. May need to walk an extended distance
- H. Climb stairs
- I. Required to drive to other locations
- J. May 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 objects.

VII. WORK ENVIRONMENT

Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- A. May occasionally be exposed to potentially hazardous bodily fluids.
- B. The noise level in this environment is quiet to loud, depending upon the activity in the particular part of the day.



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Disclaimer: This job description is in no way states or implies that these are the only duties to be performed by the employee. Employees may be required to follow other job-related instructions and to perform other job-related duties as assigned, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

I READ AND UNDERSTAND this job description and can fulfill the essential functions listed.

Employee Signature

Employee Print Name

Supervisor Signature

Date