

SCHOOL MAINTENANCE SUPERVISOR/HEAD CUSTODIAN
Guidelines

APPENDIX
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SUPERVISOR: Principal and/or Pastor

WORK AREA: School and/or Parish Address

GENERAL DESCRIPTION: This person is responsible for the management and upkeep of all school/parish buildings and grounds.

WORKING CONDITIONS: The Maintenance Supervisor is a full-time position. An area in the school environment will be provided, along with appropriate accessories and equipment.

QUALIFICATIONS: This person must have education or experience in power plant, buildings and grounds management as well as knowledge and training in plumbing, electrical work, carpentry and painting. This person must also have supervisory experience and the flexibility to be on call when necessary.

RESPONSIBILITIES: This person will provide the following functions:

1. Schedule the maintenance, storage and utilization of equipment and materials.
2. Coordinate grounds-keeping activities, including general utilization, maintenance and overall appearance and upkeep.
3. Assist the principal in supervising the custodial staff and provide for staff development activities.
4. Develop and implement a preventive maintenance program for the physical plant or system operation.
5. Manage the operation of the boiler plant and oversee the maintenance and modification of the boiler plant.
6. Check and maintain low pressure oil and/or gas-fired heat producing system including all equipment pertinent to each individual plant or system.
7. Provide for the proper cleaning of the facilities, including floors, windows, rooms, shops, etc., as well as periodical in-depth cleaning activities during low seasonal use of facilities.
8. Assist principal in interviews and selection of workers. Also assist the principal in approving leave/vacation schedules and evaluate job performance.
9. Stress safe working practices and ensure that maintenance shop tools and work areas are kept in a clean, safe and orderly manner. Also secure necessary protective devices and observe work practices to ensure that safety measures are followed according to OSHA standards.
10. Maintain shop records, files and manufacturer's warranties and catalogs.
11. Purchase all maintenance supplies and equipment in consultation with school principal.

12. Direct the receiving, storage and inventory of all physical property as it relates to the school, the maintenance program and the food service program.
13. Estimate cost of projected needs and submit budget to the principal.
14. Obtain bids for contracted jobs per the principal's/pastor's request.
15. Assist the principal in dealing with claims involving damage to buildings, grounds or plant (vandalism, fire, water damage, etc.)
16. Perform any other pertinent duties as assigned by pastor and/or principal.
17. Receive training as Asbestos Designated Person and/or Operations and Maintenance Personnel.

PHYSICAL
DEMANDS:

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

1. While performing the duties of this job, the employee is regularly required to stand and walk. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell.
2. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.