

**MAYFIELD CITY SCHOOL DISTRICT  
JOB DESCRIPTION**

<b>Title:</b>	<b>Assistant Supervisor Buildings, Grounds &amp; Equipment</b>
<b>Reports To:</b>	Supervisor of Buildings, Grounds & Equipment / Building Principal
<b>Position Status :</b>	12-month administrative contract (Section 3319.03 – ORC)
<b>FLSA Status:</b>	Exempt
<b>General Description:</b>	Assist administration of the effective, efficient, and safe operation of District facilities. Supervise maintenance and custodial services, construction, and upkeep of District buildings and property.
<b>Qualifications:</b>	<ol style="list-style-type: none"> <li>1. High School Diploma, graduate of accredited building trades program preferred.</li> <li>2. Valid State of Ohio Low Pressure Boiler License or higher preferred; Ohio Asbestos Contractor License preferred; Certified Playground Safety Inspector (CPSI) certificate preferred.</li> <li>3. Successful experience in management of custodial services and facilities maintenance, including maintenance and care of athletic fields and facilities.</li> <li>4. Knowledge of local, state and federal laws related to facilities management.</li> <li>5. Proficiency in computer skills and knowledge of applications necessary to access timely and relevant information and be able to disseminate same.</li> <li>6. Good health, high moral character, and good attendance record.</li> <li>7. Additional qualifications as the Board of Education may require.</li> </ol>
<b>Physical/Other Requirements:</b>	<ol style="list-style-type: none"> <li>1. Able to access all areas of District facilities, including the transportation center, school buses, district vehicles, maintenance and operations, appropriate classroom, and office areas.</li> <li>2. Strong communication and interpersonal skills.</li> <li>3. Able to present information to individuals, small groups, and large groups in a clear and compelling manner.</li> <li>4. Able to work successfully with students, parents, teachers, school staff, administrators, and the community.</li> <li>5. Suited for situations that require the ability to plan ahead, yet remain flexible enough to adapt to new situations or react to emergencies.</li> <li>6. Suited for situations that require the ability to interact well with other people, but also the ability to work independently.</li> </ol>
<b>Performance Responsibilities (Essential Functions*):</b>	
<ol style="list-style-type: none"> <li>1. * Assist with the administration of school business and operations in accordance with District policies and administrative guidelines, Operating Standards for Ohio Schools, and the provisions of State and Federal law.</li> <li>2. * Supervise District custodial, buildings/grounds maintenance, and security services.</li> <li>3. Monitor utility costs, keep accurate records and make necessary recommendations for energy management decisions.</li> <li>4. Supervise the District Facilities Master Plan, and direct District facilities and grounds renovations, maintenance, repairs, custodial service, and construction.</li> <li>5. Assist in preparation of plans for construction and/or remodeling of district facilities</li> <li>6. Assist in the evaluation of physical plant and equipment and provide input on recommendations for</li> </ol>	

replacement or repair.

7. Supervise and implement programs related to asbestos, integrated pest management, building indoor air quality, energy management, and environmental safety.
8. Participate in the recruitment, selection, retention, and development of District support personnel.
9. \* Schedule and supervise assigned support staff personnel, complete regular performance evaluations, and make employment recommendations.
10. Conduct required staff training; monitor licensure and certification of staff as assigned.
11. \* Take all necessary and reasonable precautions to protect students, staff, equipment, materials, and facilities.
12. Work in conjunction with Pupil Services to provide appropriate facilities and operational support for special needs students in accordance with Individualized Education Plans (IEPs) and/or other District-authorized accommodation plan.
13. Requisition and account for all material, supplies, and equipment as needed to carry out program and provide timely delivery of custodial and maintenance supplies.
14. \* Maintain complete and accurate accounting and reporting of all data for state and local reports and payroll as required by law, District policy, and administrative guidelines and file in a timely manner.
15. Develop and maintain positive relationships and timely communications with students, parents, District staff and the community.
16. Meet the professional expectations of attendance, suitable attire and decorum, participation in District meetings/functions, and support of District initiatives.
17. Respond to specific requests from the Director of Business Services/Supervisor on matters affecting school business, facilities, and operations of the District.

**Other Professional Expectations:**

1. Serve as a role model for students and staff in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Demonstrate a belief in and practice of ethical principles and democratic values.
3. Keep up-to-date and knowledgeable of school business, facilities, operations and safety-related matters, and District issues.
4. Perform other job functions as assigned.

**Additional Working Conditions:**

1. Frequent travel and/or evening/weekend work.
2. Occasional exposure to inclement and extreme weather conditions for hours at a time.
3. Occasional operation of a vehicle under inclement weather conditions.
4. Occasional exposure to blood, bodily fluids, and tissue.
5. Occasional interaction among unruly children.

**The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District. In addition, the employee shall be free of any substance, prescribed or otherwise, that impairs the employee's work performance or the safety of others while on duty.**