

**MAYFIELD CITY SCHOOL DISTRICT
JOB DESCRIPTION**

Title:	Supervisor Buildings, Grounds & Equipment
Reports To:	Director of Business Services
Position Status :	12-month administrative contract (Section 3319.03 – ORC)
FLSA Status:	Exempt
General Description:	Administer the effective, efficient, and safe operation of the district facilities. Oversee maintenance and custodial services, construction, and upkeep of District buildings and property.
Qualifications:	<ol style="list-style-type: none"> 1. High School Diploma, graduate of accredited building trades program preferred. 2. Valid State of Ohio Low Pressure Boiler License or higher; Ohio Asbestos Contractor License; Ohio Pesticide License (Commercial Applicator); Building Operator Certificate (BOC)(Level I) preferred; Certified Playground Safety Inspector (CPSI) certificate preferred. 3. Successful experience in facilities management. 4. Knowledge of local, state and federal laws related to facilities management.. 5. Proficiency in computer skills and knowledge of applications necessary to access timely and relevant information and be able to disseminate same. 6. Good health, high moral character, and good attendance record. 7. Additional qualifications as the Board of Education may require.
Physical/Other Requirements:	<ol style="list-style-type: none"> 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. 2. Strong communication and interpersonal skills. 3. Able to present information to individuals, small groups, and large groups in a clear and compelling manner. 4. Able to work successfully with students, parents, teachers, administrators, and the community. 5. Suited for situations that require the ability to plan ahead, yet remain flexible enough to adapt to new situations or react to emergencies. 6. Suited for situations that require the ability to interact well with other people, but also the ability to work independently.
Performance Responsibilities (Essential Functions*):	
<ol style="list-style-type: none"> 1. * Administer overall 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. 2. * Oversee District custodial, maintenance, and security services. 3. Monitor utility costs, keep accurate records and make necessary recommendations for energy management decisions. 4. Supervise the District Facilities Master Plan, and direct District facilities and grounds renovations, maintenance, repairs, custodial service, and construction. 5. Assist in preparation of plans for construction and/or remodeling of district facilities 6. Evaluate physical plant and equipment and make recommendations for replacement or repair. 7. Supervise and implement all 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. * Supervise assigned personnel, complete regular performance evaluations, and make employment recommendations for appropriate staff.
10. Coordinate and implement professional development programs and required staff training; monitor licensure and certification of staff as assigned.
11. 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.
12. Coordinate budget input and implementation.
13. Requisition and account for all material, supplies, and equipment as needed to carry out program.
14. * Maintain records as required by law, District policy, and administrative guidelines.
15. Maintain complete and accurate accounting and reporting of all data for necessary state and local reports and payroll and file in a timely manner.
16. * Take all necessary and reasonable precautions to protect students, staff, equipment, materials, and facilities.
17. Develop and maintain positive relationships and timely communications with students, parents, District staff and the community.
18. Meet the professional expectations of attendance, suitable attire and decorum, participation in Transportation/District meetings/functions, and support of District initiatives.
19. Respond to specific requests from the Superintendent/Director of Business Services 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.