

LANCASTER CITY SCHOOLS
Lancaster, Ohio
JOB DESCRIPTION

TITLE: Maintenance/Custodial/Grounds Supervisor

QUALIFICATIONS:

PREPARATION: High school education or equivalency. Must have at least ten (10) years of experience working in school maintenance or related building trades.

SKILL AREAS: Extensive background in at least two (2) of the following trade areas: electrical work, plumbing, appliance/air conditioning, carpentry, painting, floor craft, landscaping and custodial cleaning.

BACKGROUND: At least five (5) years' experience in direct supervision of personnel and considerable experience working in general school maintenance or related trades.

REPORTS TO: Business Manager or other administrator designated by the Superintendent of Schools

ANNUAL WORK SCHEDULE: 12 month position

SALARY: As established by the Lancaster Board of Education

RESPONSIBILITIES:

1. Establish and implement a preventative maintenance program in all buildings and for all grounds in the school district.
2. Prepare and submit the yearly maintenance and custodial departmental budgets to the Director of Business, Treasurer and Superintendent for approval.
3. Monitor maintenance budget appropriations in areas of repair, replacement equipment, contractual services and capital outlay. Regulate expenditures in order to remain within appropriations.
4. Establish and maintain a filing system in order to properly categorize and retrieve important correspondence efficiently.
5. Purchase necessary supplies and materials needed to maintain and upgrade equipment, facilities and grounds.
6. Provide an ongoing training program for maintenance personnel in order to upgrade the skills of employees assigned to the department.
7. Institute and administer a safety program for all department personnel.
8. If an employee is in an accident or injured; oversee and follow-up with paperwork to the appropriate school personnel and ensure preventative safety measures are reinforced.
9. Prepare daily and weekly work assignment sheets for department personnel.
10. Grant prior approval for any overtime work by department personnel with the understanding that emergency situations are the sole basis for overtime. All other requests for overtime must be approved by the Director of Business or other designated administrator.

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11. Process online work orders in an expeditious manner. Communicate delays in performing requests for work with the appropriate supervisor or administrator and apprise the administrator on the status of the work order.
12. Follow-up with cost estimate section of work orders after each job is completed.
13. Outline procedures to accomplish assigned tasks through oral discussions, sketches and/or blueprints, when assigning work projects to employees.
14. Interview all applicants for job openings in the maintenance and custodial departments.
15. Maintain necessary employee records to monitor and control overtime, sick leave, vacations, etc.
16. Evaluate department personnel formally on an annual basis.
17. Maintain a stock of necessary supplies and materials in the maintenance building for the custodial department. Conduct inventory on a regular basis.
18. Establish rapport with local businesses and contractors who may be called upon to perform certain projects for the school district.
19. Spend at least thirty (30) percent of assigned time visiting job sites, conducting inspections and investigating work order requests.
20. Be available on a twenty-four hour, seven-day-a-week basis for emergency situations. Be prepared to efficiently dispatch personnel to solve emergency problems.
21. Maintain football fields, playgrounds and parking areas. Make recommendations to the Director of Business or other designated administrator when major renovation projects are needed.
22. Set-up a procedure for work orders for the repair and service on all maintenance department vehicles.
23. Perform other tasks as assigned by the Director of Business and/or Superintendent of schools.
24. Obtain appropriate certifications and attend yearly refresher courses to maintain certifications (Asbestos Hazard Abatement Specialist; Certified Building Operator, Level 1; CPR, AED, and Basic First Aid; Ohio Department of Agriculture; Ohio Public Facilities Maintenance Association; etc.).
25. Maintain current records of asbestos removal.
26. Assist Lancaster Festival Committee by providing dumpsters and gate coverage during July Festival weekends.
27. Work with Lancaster High School Principals and City of Lancaster Service Safety Director to develop and distribute a typed schedule for setting up for Graduation activities.
28. Attend meetings and work with City of Lancaster and facilities development Committees on an as needed basis.
29. Work with Lancaster City Police Department and Fairfield County Sheriff's Office to set up scheduled security.
30. Maintain radio base communications and order parts for portable radios.
31. Work with outside organizations for events held at Fulton Field and off site.
32. Visit all buildings and grounds and list items to prepare the Summer Project List.
33. Athletics — prepare fields (mowing, painting), unlock concessions, and allow access to fields for all other vendors. Coordinate repairs to Fulton Field, Hood Facilities, and Community Tennis Court with Athletic Director to cut costs and do sufficient work on grass supplies and paint.
34. Schedule a crew to mow areas not contracted out.