

Manager - Building

Purpose Statement

The job of Manager - Building is done for the purpose/s of maintaining an attractive, sanitary and safe facility for students, staff and the public; providing equipment and furniture arrangements for meetings, classroom activities and events; minimizing property damage, loss and liability exposure; ensuring that assignments are completed in a safe, proper and timely manner and overseeing and supporting assigned custodians in the performance of their assignments.

Essential Functions

- Arranges furnishings and equipment for the purpose of providing adequate preparations for meetings, classroom activities, athletic events, and special/contracted events.
- Attends in-service training (blood-borne pathogens, cleaning solvents, floor care, first aid, etc.) for the purpose of receiving information on new and or improved procedures.
- Maintenance and repairs of general building items, routine repair of plumbing fixtures, lighting, door hardware, fire/safety PM (cleaning smoke heads, clearing panel alerts)
- Cleans assigned school facilities, as may be required, (e.g. classrooms, offices, gym, restrooms, multipurpose rooms, pool, stage, grounds, etc.) for the purpose of maintaining a sanitary, safe and attractive environment.
- Perform daily health and safety walks/inspections for the purpose of ensuring a clean and safe environment for students and staff.
- Coordinates scheduled special events, meetings, etc. (e.g. PTA events, fun -runs, we stern day B BQ, etc.) for the purpose of ensuring availability of facilities and/or equipment.
- Delivers various items (e.g. supplies, mail, packages, furniture, etc.) for the purpose of distributing materials to the appropriate parties.
- Supervises and supports custodial personnel, regular and substitute staff for the purpose of maximizing the efficiency of the work force, assisting in performance evaluations, and meeting shift requirements.
- Informs students, other site personnel and supervisor for the purpose of providing information regarding activities, safety and/or proper maintenance of facilities.
- Inspects school facilities for the purpose of ensuring that the site is suitable for safe operations, maintained in an attractive and clean condition, and performing necessary minor repairs due to vandalism, equipment breakage, weather conditions, etc. and/or referring to other district personnel for resolution.
- Maintains supplies and equipment (e.g. cleaning solutions, paper products, vacuums, mops, etc.) for the purpose of ensuring the availability of items required to properly maintain facilities.
- Performs fire drills for the purpose of ensuring that staff and students are familiar with emergency procedures.
- Performs the full range of custodial duties for the purpose of maintaining a sanitary, safe and attractive environment.
- Performs maintenance duties for the purpose of but not limited to those found on Addendum A.
- Prepares documentation (e.g. work and vacation schedules, work orders, requisitions, daily and overtime slips, budget requests, etc.) for the purpose of providing written support and/or conveying information.
- Prepares facilities for daily operations (e.g. opening gates, building access doors, disarming security systems, heaters, repairs, etc.) for the purpose of ensuring school facilities are operational and safe for occupancy.
- Repairs furniture, floor tiles, carpet, cabinets, replace filters, ceiling, walls, etc. for the purpose of ensuring the safe and efficient utilization of space.
- Responds to immediate safety and/or operational concerns, including after hours (e.g. facility damage, injured and ill students, alarms, etc.) for the purpose of taking appropriate action to resolve immediate safety issues and maintaining a functioning educational environment.

- Coordinates the safety and security of the employees or the property for the purpose of minimizing exposure to injury, loss and or liability.
- Trains assigned custodial personnel (e.g. bloodborne pathogens, cleaning solvents, floor care, etc.) for the purpose of providing orientation for new employees, developing professional skills, and safety awareness.
- Transports students, materials, supplies, etc. for the purpose of delivering them to other schools/sites within the district.

Other Functions

- Assists other personnel for the purpose of supporting them in the completion of their work activities.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements

Mental Requirements

Learning Development- Level C Sufficient to read and write technical instruction, understand standardized methods, operate specialized and varied equipment, perform standard mathematical applications. Learning development involves the equivalent of some technical or vocational training beyond high school, often resulting in a certification.

Problem Solving - Level 1 Work situations are routine and regularly recurring, requiring attention and concentration, but limited discretion, consideration, and planning to adequately respond and carry out work activities.

Physical Requirements

Physical Skill - Level A Basic level of learned physical skill is required. No special coordination beyond that used for normal mobility and handling of everyday objects and materials is needed to perform the job satisfactorily.

Physical Effort - Level 2 Job requires light physical effort as a part of regular work routine, such as frequent standing and walking; frequent lifting, guiding, and/or carrying of light-weight materials or equipment; occasional periods of sustained effort.

Social Requirements

Human Relations Skill- Level A Job requires ordinary conversational skills and courtesy to exchange Routine information, provide routine assistance, and/or help maintain harmony among work associates.

Scope of Contacts - Level 1 The important job contacts are with peers in the immediate work group and immediate supervisor. Occasional contact with individuals outside the organization may occur.

Work Environment

Performance Environment - Level A Changes in environments, work pressure, disturbances of work flow, and irregularities in work schedule are infrequent.

Physical Working Conditions - Level 4 Extensive and continuous exposure to hazardous conditions. Dangerous work situations. High likelihood of serious injury or illness if proper precautions are not taken. highly undesirable assignments.

Accountability

Level of Accountability -Level B Responsible for producing journey-level work output on an independent basis subject to supervisory direction and review.

Organizational Impact - Level 2 Work results impact the accuracy, reliability, and acceptability of further results beyond the immediate work section. work results are noticeable and represent a portion of, or support product or service received by the customer or general public.

Experience, Education, and Certifications

Experience: Job related experience is required

Education: High school diploma or equivalent.

Continuing Educ./ Training: Student Activity guidelines and rules

Certifications/Clearances: Must possess a valid Arizona DPS Level One IVP Fingerprint Clearance Card while employed.

Compensation Details

FLSA Status: Non Exempt

Pay Schedule: Hourly - Grade 110

Work Calendar: Support 12 Months Short