

Joliet Township High School District 204

Position Title: Building and Grounds Supervisor

Qualifications:

1. A minimum of three years of successful supervisory experience in the role of Building and Grounds Supervisor or a similar position
2. Working knowledge of heating, air conditioning, electrical, and other mechanical systems
3. Certification or degree in the field of Facilities Management preferred
4. Such alternatives to the above qualifications as the Board may find acceptable

Reports To: Director of Building and Grounds

Supervises: Building Maintenance and Custodial Staff

Job Goal: To provide overall building leadership in developing, achieving, and maintaining sound business practices in facility operations. In collaboration with the Director of Buildings and Grounds, the Buildings and Grounds Supervisor is responsible for the operation, maintenance, improvement, safety, and security of buildings, grounds, and related equipment at district facilities.

Performance Responsibilities

1. Develops and coordinates programs for the operation, maintenance, improvement, safety and security of buildings, grounds and related equipment.
2. Collaborates with the Building Administration, District Directors, and community organizations to support District building usage events.
3. Coordinates the staffing of and supervises the snow removal process for the building.
4. Responsible for the oversight of payroll for maintenance and custodial staff.
5. Facilitates a comprehensive preventive maintenance and facilities improvement program.
6. Establishes, coordinates, and supervises the care of the grounds and athletic fields for the school.
7. Assigns substitute custodians from an approved list.
8. Coordinates an energy management program.
9. Works collaboratively with the Custodial supervisor to establish and supervise summer cleaning programs and schedules.
10. Performs scheduled inspections of all facilities to evaluate the quality of housekeeping, maintenance and safety programs.
11. Administers facility requests for buildings and grounds using the District software platform program. Ensure that facility requests are completed in a timely manner.
12. Schedules the work of outside contractors; inspects the work performance of such firms and approves payment upon completion.
13. Monitors warranties and guarantees for equipment and building services.
14. Maintains files for assigned Campus; these files should contain blueprints, plans, MSDS, Asbestos, and other pertinent information related to building construction, maintenance and operation.
15. Assists the Director of Buildings and Grounds with the Administration of custodial and maintenance budget.
16. Recommends and processes the purchase of necessary equipment and supplies required for the maintenance and operations of school facilities.
17. Controls supplies in inventory used by schools for cleaning and maintenance; insures proper storage and security of supplies.

18. Assists in the employment, assignment, transfer, evaluation, promotion, demotion, and dismissal of custodial and maintenance personnel.
19. Interprets and applies the collective bargaining agreement provisions for employee benefits and work rules.
20. Recommends and provides documentation for employee discipline as required.
21. Develops guidelines, standards and procedures to ensure quality performance of the custodial and maintenance staff.
22. Monitors and implements an in-service program on the proper operation and maintenance of equipment for custodial and maintenance personnel.
23. Schedules work routines and daily work assignments for custodial and maintenance personnel.
24. Administrates the District safety program.
25. Conducts periodic safety inspections of assigned campus to insure that all safety systems are in working order.
26. Responsible for compliance of environmental or safety related rules.
27. Serves as a compliance liaison for management of Material Safety Data Sheets (MSDS).
28. Works collaboratively with the district's Construction Management Team in the development and/or renovation of district property to provide satisfactory building facilities.
29. Performs other duties as assigned by the Director of Buildings and Grounds.

Terms of Employment: Annual (12) month position; employment in this position is on an at-will basis.

Salary: Salary to be determined based on experience and qualifications; Minimum \$100,000

Evaluation: Performance to be evaluated annually by the Director of Buildings and Grounds in accordance with the Board's policy on Evaluation of Support Services Personnel.

02/12/2025