

WEST BRANCH LOCAL SCHOOLS

JOB DESCRIPTION

TITLE: Maintenance/Custodial Supervisor

REPORT TO: Superintendent/Coordinate custodians with building principals.

BROAD FUNCTION:

1. Knowledge of proper maintenance procedures.
2. Knowledge of proper custodial procedures.
3. Knowledge of administrative and supervisory skills.
4. Ability to organize and implement maintenance schedule.
5. Coordinate outside and inside facilities.
6. Ability to communicate with through a monthly report to the board.

QUALIFICATIONS: Certification, license or knowledge of boiler, refrigeration, electrical/control and HVAC system preferred or a willingness to become certified in one or several of these areas.

RESPONSIBILITIES:

A. Daily

1. Supervise and direct all custodians in proper maintenance of all buildings.
2. Assist in the promotion of good safety practices and procedures.
3. Keep Superintendent and Superintendent's Secretary informed to the area you are working in, as this will make it easier to be reached in case of emergency.
4. Coordinate with building administrators for all facility events.

B. Monthly

1. Make periodic inspection of all school facilities with the authority to make suggestions for improving existing conditions.
2. Report to the Superintendent on conditions and needed repairs at each regular board meeting.
3. Cooperate with Treasurer in preparing a list of custodial supplies that should be ordered.
4. Establish good purchasing practices for materials used in maintenance of buildings.
5. Keep log of necessary maintenance records. (Develop areas for logging.)

C. Yearly

1. Prepare work schedules for summer, Christmas, and spring vacations. This would be areas of maintenance that can't be accomplished while school is in session.
2. Prepare periodic inventory of custodial supplies.
3. See that fire extinguishers and fire gongs are kept in good working order.
4. Plan and arrange vacation schedules for all custodians.
5. Arrange for substitute custodians when necessary.

D. As Needed

1. Transfer equipment and supplies to individual buildings and be responsible for distribution of custodial supplies.
2. See that each custodian has needed tools in their building for minor repairs.
3. Be present, or delegate an individual to be at all varsity football games, also be present, or delegate an individual to be at other major events which take place in the gymnasium.
4. Shall be available for unexpected emergencies unless on vacation or out of town.
5. Supervise repairs being made by Board of Education personnel.
6. Shall inform Superintendent of needed major repairs.
7. Shall secure the services of substitute custodians.
8. Participate with committees, meetings, and training sessions.
9. Serve as a source of information on areas involving buildings and grounds.
10. Keep abreast of new maintenance techniques and operations.
11. Perform general repair work in the areas of plumbing, carpentry, electrical, refrigeration, boiler, water and sewage treatment, etc.
12. Perform other duties as the Superintendent may request.

Reviewed

1-9-26