

Madison Elementary School

JOB DESCRIPTION

POSITION TITLE: Building and Grounds Maintenance Supervisor

SCHOOL: Madison Elementary School

REPORTING TO: School Principal

PART-TIME/SALARIED POSITION: Expected 5 hours per day, 5 days per week- adjusted as needed based on building needs. Not to exceed 25 hours per week without prior authorization.

OVERALL RESPONSIBILITIES:

The Building and Grounds Maintenance Supervisor will be responsible for the overall maintenance of buildings and grounds to ensure a safe and comfortable environment for students and school staff. This position is also responsible for coordinating preventative and other required maintenance of district buildings, property, and equipment to protect the taxpayer's investments.

QUALIFICATIONS:

- Three to five years of previous building maintenance experience, including experience with building construction and/or renovation projects.
- Must have familiarity with heating, refrigeration, air conditioning, ventilation and control systems.
- Knowledge of electrical, plumbing and mechanical repair strongly preferred.
- Proficient computer skills.
- Ability to learn and adapt as needed.
- Trade school or apprenticeship preferred, but not essential.
- Familiarity with cleaning procedures and equipment (i.e., floor finishing, carpet cleaning, bathroom cleaning and general sanitation procedures) is a must.
- Organization skills of materials, plans, information, and digital resources.

RESPONSIBILITIES:

- Supervise the department's Custodial Staff.
- Follow the district's purchasing procedures to maintain equipment and adequate custodial supplies.
- Ensure that buildings, grounds and equipment are maintained and suitable for use by students, teachers, other district staff, and the community.
- Problem solve when equipment fails or doesn't work properly to identify if it needs to be replaced or repaired.
- Provide a clean, healthy and safe environment for learning.
- Oversee and coordinate school maintenance projects.
- Oversee snow removal.
- Coordinate with outside vendors and contractors as needed.
- Ensure school facilities are maintained in accordance with industry best practices including indoor air quality standards, cleaning techniques, routine maintenance, etc.
- Coordinate community facility use with the building administration office.
- Oversee all building systems including HVAC, fire sprinklers, lighting, electrical, plumbing, fire alarm, and intercom system.

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- Participate in the district's Building & Grounds Committee.
- Participate in the district's Joint Loss Management Committee.
- Standardize operating procedures and training for Custodial Staff.
- Supervise Custodial Staff.
- Complete basic carpentry tasks as needed.
- Communicate with Town of Madison Dept. of Public Works, staff, contractors, and community members.
- Manage warranty items pertaining to the construction or renovation of building procedures.
- Ensure the integrity of alarm and intrusion systems, including emergency contact procedures.
- Other duties as assigned by the Administrator.

EXPECTATIONS:

- Demonstrate positive work habits by showing initiative, cooperation, dependability, efficiency, and productivity.
- Follow the guidelines of confidentiality as established by the school district.
- Attend and participate in relevant training sessions, meetings, and professional growth activities as requested/required.
- Perform in a professional manner when interacting with students, parents, faculty, administration, and co-workers.
- Maintain current knowledge of best practices and regulations pertaining to custodial, maintenance, electrical and HVAC issues.
- Provide leadership, training, and staff support to provide an efficient, effective, and safe environment for performing facilities responsibilities.

PHYSICAL REQUIREMENTS

Standing:	Frequent	Lifting:	Able to lift 60 lbs.
Walking	Frequent	Bending/stooping:	Frequent
Sitting:	Occasional	Reaching:	Frequent
Driving:	Occasional	Push/Pull:	Frequent