

BEMIDJI AREA SCHOOLS
CLASSIFICATION JOB DESCRIPTION

ORIGINATION DATE ?

LAST REVISION DATE January 31, 2011

BAND & GRADE C-5-12

POSITION TITLE Supervisor / Building & Grounds Maintenance

IMMEDIATE SUPERVISOR Environmental Services Coordinator

Job Summary (Basic Purpose of Position)

SUPERVISOR

EMPLOYEE

NOTE: The signature of the supervisor and employee indicates they have read this job description and agree with its contents.

To maintain all district buildings, structures, grounds, parking lots, driveways and athletic fields in a quality state of repair. Provide safety and security of buildings, grounds and athletic fields. Maintain a safe and welcoming environment for faculty, staff, students and the public.

REGULAR ROUTINE DUTIES	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES	PERFORMANCE STANDARDS
List of Things to Accomplish in Major Job Function				What You Have to Know to Accomplish Duty of Function	How Will You Know the Job is Done?

OTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS

<p>SUPERVISE, TRAIN & EVALUATE ASSIGNED STAFF</p> <p>1.01 Direct, review and monitor the work performed by maintenance, buildings and grounds, carpentry, and seasonal work crews.</p> <p>1.02 Complete annual staff performance evaluations.</p> <p>1.03 Motivate and encourage employee growth and development.</p> <p>1.04 Develop and implement strategies for employee growth and development.</p> <p>1.05 Conduct in-service and training activities for employees.</p> <p>1.06 Interview and select personnel for vacant and seasonal positions.</p>				<p>Knowledge of:</p> <p>1.01 Applicable district policies.</p> <p>1.02 Effective supervision and evaluation methods.</p> <p>1.03 School facilities.</p> <p>1.04 Applicable Minnesota Department of Health policies.</p> <p>1.05 Applicable Minnesota State fire code.</p> <p>1.06 Applicable State and Federal safety regulations.</p> <p>1.07 State building codes.</p> <p>1.08 City building codes</p> <p>1.09 Plumbing codes.</p> <p>1.10 Electrical codes.</p> <p>1.11 Building construction.</p> <p>1.12 Concrete construction.</p> <p>1.13 Steel construction.</p> <p>1.14 Masonry construction.</p> <p>1.15 Road Construction.</p>	<p>1.01 Assigned staff were supervised, trained and evaluated.</p> <p>1.02 Staff performance evaluations were completed.</p> <p>1.03 Employees were motivated and encouraged to develop and grow.</p> <p>1.04 Strategies were developed and implemented for employee growth and development.</p> <p>1.05 Employee in-service and training activities were conducted.</p> <p>1.06 Personnel were interviewed and selected for vacant and seasonal positions.</p>
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<p>1.07 Work with staff to ensure proper maintenance and repairs of buildings, structures, grounds, parking lots, driveways and athletic fields.</p> <p>CONSTRUCTION & PROJECT MANAGEMENT</p> <p>2.01 Develop cost and material estimates for new construction and remodeling within existing facilities.</p> <p>2.02 Develop specifications, procedures and summaries for the competitive bidding and quoting process.</p> <p>2.03 Ensure compliance with State and City Building Codes.</p> <p>2.04 Coordinate project work with appropriate inspectors and officials [i.e. City Building Inspector, Fire Marshal, etc.] to ensure compliance.</p> <p>2.05 Assist in developing plans for new facilities when requested.</p> <p>2.06 Review and monitor the work performed by contractors.</p> <p>2.07 Remain flexible and modify and adapt plans as situation dictates.</p> <p>PREVENTATIVE & CORRECTIVE MAINTENANCE</p> <p>3.01 Perform inspections of all buildings, structures, grounds, parking lots, driveways and athletic fields ensuring they are in good repair and maintained in accordance with state and district policies.</p> <p>3.02 Develop, implement and maintain district-wide preventative maintenance schedules on all equipment as directed by equipment operational</p>				<p>1.16Asphalt repair. 1.17Roofing systems. 1.18Key and lock systems. 1.19Painting. 1.20Various floor covering materials and installation procedures. 1.21Various Wall covering materials and installation procedures. 1.22Lawn maintenance and equipment. 1.23Athletic field maintenance and equipment. 1.24Snow removal maintenance and equipment. 1.25Energy conservation and consumption. 1.26Computers and related computer programs. 1.27Fire alarm and security alarm systems. 1.28City and County Law enforcement procedures.</p> <p>Ability to: 1.01 Plan and direct the work of others. 1.02 Take appropriate action when needed. 1.03 Analyze and plan efficiently. 1.04 Organize, motivate and direct employees. 1.05 Conduct group processes and activities. 1.06 Allocate resources. 1.07Communicate effectively with staff, co-workers, administration, and the general public. 1.08 Analyze and correct</p>	<p>1.07 Proper plant maintenance and repairs of buildings, structures, grounds and athletic fields were completed.</p> <p>2.01 Cost and material estimates were calculated and submitted for new construction and remodeling projects.</p> <p>2.02Specifications, procedures and summaries were developed for the competitive bidding and quoting process and submitted in a timely manner.</p> <p>2.03 All state and city building codes were complied with as they pertained to school facilities and structures.</p> <p>2.04 Worked with appropriate officials and inspectors, ensuring compliance with state and local codes.</p> <p>2.05Assisted with developing plans and ideas for new facilities.</p> <p>2.06 Reviewed and monitored work performed by contractors.</p> <p>2.07 Remained flexible and modified plans as situations dictated.</p> <p>3.01 Inspections were performed of all buildings, structures, grounds, parking lots, driveways and athletic fields, ensuring they are in good repair and in accordance with state and district policies.</p> <p>3.02District-wide preventative maintenance schedules were</p>
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<p>instructions.</p> <p>3.03 Maintain preventative and corrective maintenance records of all buildings, structures, grounds, parking lots, driveways and athletic fields.</p> <p>3.04 Maintain appropriate records and inventory management of supplies and equipment.</p> <p>3.05 Calculate estimates for repairs of all buildings, structures, grounds, parking lots, driveways and athletic fields.</p> <p>3.06 Prepare work and project schedules for assigned maintenance staff.</p> <p>3.07 Ensure proper scheduling for maintenance of grounds, parking lots, driveways and athletic fields.</p> <p>3.08 Schedule assigned maintenance staff and contractors to ensure effective snow removal for all district parking lots, sidewalks and driveways.</p> <p>3.09 Perform annual inspections of facilities.</p> <p>3.10 Develop and submit summer project lists and capitol project recommendations</p> <p>3.11 Calculate cost and material estimates for summer projects list and capital projects.</p> <p>3.12 Follow specifications, procedures and prepare summaries for the competitive quoting process.</p> <p>3.13 Recommend and implement solutions for all buildings, structures, grounds, parking lots, driveways and athletic field problems and emergencies.</p>				<p>emergency situations.</p> <p>1.09 Operate a computer.</p> <p>1.10 Maintain required records.</p> <p>1.11 Promote good public relations between staff, students and the public.</p> <p>1.12 Identify fire and safety hazards.</p> <p>1.13 Communicate effectively both verbally and in writing.</p> <p>Skills of(in):</p> <p>1.01 Operation and use of tools, ladders and power equipment.</p> <p>1.02 Operating engineering equipment.</p> <p>1.03 Reading blueprints and schematics.</p> <p>1.04 Carpentry.</p> <p>1.05 Locksmithing.</p> <p>1.06 Welding.</p> <p>1.07 Operating a motor vehicle.</p> <p>1.08 Operating heavy equipment.</p>	<p>developed for all equipment as directed by equipment operational instructions.</p> <p>3.03 Preventative and corrective Maintenance records were maintained on all buildings, structures, grounds, parking lots, driveways and athletic fields.</p> <p>3.04 Inventories of supplies and equipment are complete and up to date.</p> <p>3.05 Estimates were calculated and submitted for repairs of all buildings, structures, grounds, parking lots, driveways and athletic fields.</p> <p>3.06 Assigned maintenance staff was scheduled.</p> <p>3.07 Daily maintenance of grounds, parking lots, driveways and athletic fields were completed in a timely manner.</p> <p>3.08 Assigned maintenance staff and contractors were scheduled and snow was removed from all district facilities in a timely manner.</p> <p>3.09 Annual inspections of facilities were performed.</p> <p>3.10 Summer project lists and capitol project recommendations were developed and submitted.</p> <p>3.11 Estimates for repairs were calculated and submitted to the Coordinator in a timely manner.</p>
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<p>3.14 As directed, hire and monitor contractors for projects as needed or required.</p> <p>3.15 Submit budget requirements for all buildings, structures, grounds, parking lots, driveways and athletic field related needs.</p> <p>3.16 Provide long range planning for the scheduled replacement / repairs of all district facilities, including but not limited to; roofs, parking lots, driveways, and tennis courts.</p> <p>3.17 Coordinate work with the Environmental Services Coordinator and Chief Engineer to ensure:</p> <ul style="list-style-type: none"> a. Efficient scheduling between custodial, engineering and maintenance duties. b. Recruiting and training of personnel to substitute for maintenance positions. c. Employee participation in maintenance training programs. d. Employee compliance with proper maintenance practices and procedures. e. Maintenance parts and supplies are ordered and maintained efficiently. f. Maintenance equipment is repaired in a timely manner. 					<p>3.12 Summaries were prepared and specifications and procedures were followed for the competitive quoting process.</p> <p>3.13 Developed and implemented appropriate resolutions for building and ground problems and emergencies.</p> <p>3.14 As directed, contractors were hired and monitored for projects as needed or required.</p> <p>3.15 Budget requirements for all buildings, structures, grounds, parking lots, driveways and athletic field related needs were submitted.</p> <p>3.16 Replacement / repairs of all district facilities, including but not limited to : roofs, parking lots, drive ways and tennis courts was planned and scheduled ensuring safe unobstructed use of district facilities.</p> <p>3.17 Worked in conjunction with Environmental Services Coordinator and Chief Engineer to ensure:</p> <ul style="list-style-type: none"> a. Scheduling between custodial Engineering and maintenance duties ran efficiently. b. Facility maintenance personnel were recruited and trained to substitute for maintenance positions. c. Employee’s participated in maintenance training programs. d. Employee’s followed proper maintenance practices and procedures. e. Maintenance parts and supplies were ordered and maintained efficiently. f. Maintenance equipment was repaired in
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<p>FACILITIES SAFETY & SECURITY</p> <p>4.01 Cut keys and maintain tracking applications for processing key requests for all district facilities.</p> <p>4.02 Develop and maintain secured key systems for district facilities.</p> <p>4.03 Maintain existing / established key systems.</p> <p>4.04 Act as a primary responder to intrusion and fire alarms.</p> <p>4.05 Works in conjunction with district Health and Safety Manager to schedule mandatory safety inspections and records of district:</p> <ul style="list-style-type: none"> a. OSHA Compliance b. ADA Compliance. c. Applications of Pesticides. d. Applications of Herbicides. e. Installation of Fire doors, magnetic door holders and automatic door openers. f. On-site fuel and flammable storage. g. Playgrounds. h. Ladder inspections. i. Employee participation in mandatory health and safety training programs. <p>4.06 Complies With Federal, State, Local and District Safety Regulations and Policies:</p> <ul style="list-style-type: none"> a. Complies with safety regulations. b. Complies with State fire code. c. Reports all safety violations and concerns to District Safety Manager. d. Attends work schedule meetings. e. Attends training sessions. f. Follows chain of command in organization. g. Uses and promotes safe procedures and practices. h. Coordinates appropriate safety 					<p>a timely manner.</p> <p>4.01 Keys were cut and tracking applications for key requests were in place ensuring the security of all district facilities.</p> <p>4.02 Secured key system was developed and maintained.</p> <p>4.03 Existing / established key system was maintained.</p> <p>4.04 Was available as primary responder to intrusion and fire alarms.</p> <p>4.05 Worked in conjunction with district Health and Safety Manager; scheduling mandatory safety inspections and keeping records of all district:</p> <ul style="list-style-type: none"> a. OSHA Compliance. b. ADA Compliance. c. Applications of pesticides. d. Applications of Herbicides. e. Fire doors / Magnetic door holder installations. f. On-site storage of fuel and flammables. g. Playgrounds. h. Ladder inspections. i. Employee’s participation in mandatory health and safety training programs. <p>4.06 Complied with Federal, State, Local and District Safety Regulations and Policies:</p> <ul style="list-style-type: none"> a. Complied with safety regulations. b. Complied with State fire code. c. Reported all safety violations and concerns to District Safety Manager in a timely manner.
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<p>training for staff.</p> <p>PERFORMS ADDITIONAL DUTIES AS ASSIGNED BY SUPERVISORY STAFF; INCLUDING, BUT NOT LIMITED TO:</p> <p>5.01 Manage paperwork; initiate in process and resolve.</p> <p>5.02 Participates in District training programs.</p> <p>5.03 As assigned by supervisor.</p>					<p>d. Attended work schedule meetings.</p> <p>e. Attended training sessions.</p> <p>f. Followed chain of command in organization.</p> <p>g. Used safe procedures and practices.</p> <p>h. Staff received appropriate safety training.</p> <p>5.01 Managed paperwork; initiated in process and resolve.</p> <p>5.02 Participated in District training programs.</p> <p>5.03 Completed all additional assignments as assigned by supervisor.</p>
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MINIMUM QUALIFICATIONS: 5 years building / construction management.

PREFERRED QUALIFICATIONS 10 years building / construction management
5 years supervisor experience