

BEMIDJI AREA SCHOOLS
POSITION JOB DESCRIPTION

ORIGINATION DATE: 2006
 LAST REVISION DATE: NEW
 BAND & GRADE D 6 1 14

POSITION TITLE Environmental Services Coordinator

IMMEDIATE SUPERVISOR Director of Business Services

Job Summary (Basic Purpose of Position)

To direct and manage the activities of the custodial, building and grounds maintenance, and plant operations services throughout the school district to ensure the provision of a clean, safe, and pleasant environment for staff, students and the public.

SUPERVISOR

EMPLOYEE

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

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS					
1.01 Supervise and train employees.	D6			Knowledge of:	1.01 Custodial and maintenance duties were assigned and completed.
1.02 Complete staff performance evaluations.	C4			1.01 Applicable local, state and federal statutes and regulations.	1.02 All employee performance evaluations completed and submitted in a timely manner.
1.03 Direct and review the work performed by custodial, building and grounds maintenance and plant operations supervisors.	D6			1.02 General business principals	1.03 Work performed by supervisors was reviewed.
1.04 Develop and monitor the budgets for custodial, building and ground maintenance, and plant operations.	D6			1.03 Purchasing procedures.	1.04 Annual budget is completed and monitored continuously.
1.05 Develop and maintain an electronic work order system.	D6			1.04 District policies.	1.05 Work order system is online and accessible to district staff.
1.06 Prioritize work orders in accordance with	B2			1.05 Effective supervision and evaluation methods.	1.06 Work orders are prioritized correctly
				1.06 The appropriate use and application of cleaning and maintenance chemicals.	
				1.07 District facilities	
				1.08 Building Schedules	

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District policy and procedures.				Ability to:	and assigned appropriately.
1.07 Maintain appropriate records and inventory management of supplies and equipment.	B2			1.01 Plan and direct the work of others.	1.07 Inventories of supplies and equipment are complete and up to date.
1.08 Procure supplies and equipment.	B2			1.02 Communicate to staff, co-workers, administration and the general public.	1.08 All supplies and equipment were obtained in a timely manner.
1.09 Ensure appropriate training is provided for staff.	C4			1.03 Delegate responsibility and decision-making authority.	1.09 Employees were provided with training necessary to complete their assigned job duties.
1.10 Develop annual goals for custodial staff and report progress as directed.	D6			1.04 Allocate resources effectively.	1.10 Annual goals are specific, measurable, attainable, results-oriented, and time bound.
1.11 Interview and select personnel for vacant positions.	D6			1.05 Organize work.	1.11 Qualified staff selected consistent with District procedures and in accordance with equal employment opportunity principles.
1.12 Process leave requests in accordance with applicable collective bargaining agreements and district policies.	C4			1.06 Motivate others.	1.12 Leave requests were processed in a timely manner and approved consistent with bargaining agreements and district policies.
1.13 Review facility rental requests and determine appropriate staffing.	D6			1.07 Build consensus	1.13 Adequate and appropriate staffing was available for facility rentals.
1.14 Develop a summer project list annually and determine staffing needed to complete approved projects.	D6			1.08 Communicate effectively both verbally and in writing.	1.14 Summer project list is completed and staffing recommendation submitted in a timely manner.
1.15 Develop specifications for the competitive bid/quote process as requested or assigned.	C4			Skill in:	1.15 Bid/quote specifications are accurate and consistent with district policy
1.16 Coordinate "right to know" training and retraining for appropriate staff and ensure compliance with "right to know" labeling requirements.	C4			1.01 Operating a motor vehicle.	
1.17 Complete periodic facilities review to create	B2			1.02 Using a personal computer.	

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and maintain a comprehensive project list.					and procedure.
1.18 Establish and enforce safety procedures for custodial, maintenance and plant operations.	B2				1.16 "Right to Know" training is completed and documented and all products appropriately labeled.
1.19 Compile and submit state and/or federal reports and reports for the Board of Education and Director of Business Services.	C4				1.17 Reviews completed and project lists submitted to the Director of Business Services and Superintendent of Schools.
1.20 Develop and conduct appropriate employee in-service programs.	C4				1.18 Safety procedures have been established and followed. 1.19 Reports are completed and submitted in accordance with established timelines. 1.20 In-service training is completed and documented.