

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 Applicable local, state and federal statutes and regulations. 1.02 General business principals 1.03 Purchasing procedures. 1.04 District policies. 1.05 Effective supervision and evaluation methods. 1.06 The appropriate use and application of cleaning and maintenance chemicals. 1.07 District facilities 1.08 Building Schedules	1.01 Custodial and maintenance duties were assigned and completed.
1.02 Complete staff performance evaluations.	C4				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				1.03 Work performed by supervisors was reviewed.
1.04 Develop and monitor the budgets for custodial, building and ground maintenance, and plant operations.	D6				1.04 Annual budget is completed and monitored continuously.
1.05 Develop and maintain an electronic work order system.	D6				1.05 Work order system is online and accessible to district staff.
1.06 Prioritize work orders in accordance with	B2				1.06 Work orders are prioritized correctly

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