**Job Title**: Supervisor - Buildings & Grounds

**Summary**: It is the responsibility of the Supervisor of Buildings and Grounds to supervise custodial, laundry, and grounds staff for the safety, maintenance and upkeep of all buildings and grounds areas of Community High School District 94.

**Essential Duties and Responsibilities**: (Other duties and responsibilities may be assigned.)

* Assign work priorities to custodial, laundry and grounds personnel. Ensure prompt and proper completion of tasks.
* Supervise personnel in a manner consistent with District policies.
* Provide leadership to other staff members in area of responsibility.
* Interview and recommend employment of departmental personnel.
* Evaluate employee performance, conduct employee evaluations, provide support for continuous employee performance improvement, and assist in employee remediation process.
* Assist in the record keeping of departmental personnel issues such as absenteeism, vacations, and other leaves of absences.
* Review facility conditions, establish goals and standards, assist in the assessment of facility care, and develop corrective actions for continuous improvement in the school.
* Work to help coordinate effectively the activities of all programs with building administration, athletics, student activities, and rental groups.
* Systematically devise programs to deal with emergencies, inform administration of such emergencies, and recommend corrective action to be implemented.
* Coordinate the use of contractors when departmental personnel are unable to perform certain duties, including cost estimating, data gathering, purchasing services, and providing site supervision.
* Maintain equipment and supplies inventories, investigate the use of alternative products, prepare cost estimates for purchased services and materials, and process purchase orders.
* Assist building administrators and central office with the development of school budgets.
* Supervise all shipping and receiving duties.
* Identify training needs and implement programs for departmental personnel.
* Provide information and suggestions to the administration as applicable to facilities operations.
* Assist building administrators in maintaining a safe school environment, including such aspects as fire alarms, security alarms, video cameras, securing building, etc.
* Serve as the District 94 Integrated Pest Management Coordinator.

**Supervisory Responsibilities**: Custodians, Custodian/Laundry Employees, Groundskeepers

**Education, Certification, and Experience**:

* Supervisory or team leader experience preferred
* High school diploma or equivalent
* Knowledge of custodial standards, code laws, and regulations

**Skills and abilities**:

* Must be able to perform all of the duties and responsibilities of the position
* Ability to communicate effectively and accurately, both orally and in writing, in English
* Ability to establish and maintain effective working relationships with both internal and external constituents
* Ability to work independently, stay on task, multi-task, and take responsibility to complete assigned projects and duties in a timely and efficient manner

**Physical Requirements**:

While performing job, employee is required to: (F = Frequently, O = Occasionally, S = Seldom)

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Climb Ladders | O | Kneel | O | Lift/Carry > 50 lbs. | O | Push/Pull > 50 lbs. | O | Talk | O |
| Climb Stairs | F | Lift/Carry under 10 lbs. | F | Push/Pull under 10 lbs. | F | See | F | Twist | F |
| Crawl | S | Lift/Carry 10-25 lbs. | F | Push/Pull 10-25 lbs. | F | Squat | O | Walk  | F |
| Hear | F | Lift/Carry 25-50 lbs. | F | Push/Pull 25-50 lbs. | F | Stoop/Bend | O |  |  |

**Calendar/Work Schedule and Compensation:**

Annual Calendar: 259 Day Calendar

Compensation: \_\_\_ Paid per the Contractual Agreement with the WCHSTA, Inc. (salaried)

 \_\_\_ Paid per the Contractual Agreement with the WCHSSSA (hourly)

 \_\_\_ Paid per the Contractual Agreement with the WCHSSSA (salaried)

 \_X\_ Regionally-competitive salary (not paid per a collectively-bargained contractual agreement)

**Reports to**: Director of Business Services

**Classification**: \_\_\_ Administrative

 \_X\_ Supervisory

 \_\_\_ Confidential (non-certified, not covered under the Contractual Agreement with the WCHSSSA)

 \_\_\_ Certified (covered under the Contractual Agreement with the WCHSTA, Inc.)

 \_\_\_ Non-Certified (covered under the Contractual Agreement with the WCHSSSA)

**FLSA Status**: \_\_\_ Non-Exempt from overtime under the Fair Labor Standards Act

 \_X\_ Exempt from overtime under the Fair Labor Standards Act