

Armored School District
Job Description
Assistant Maintenance/Custodial Supervisor

Title:	Maintenance/Custodial Supervisor
Qualifications:	1. Demonstrated aptitude and competence for assigned responsibilities 2. Such other qualifications as the Board may deem acceptable and appropriate
Reports To:	Superintendent of Education
Job Goals:	1. To ensure that all buildings and properties are in a condition of operating excellence so that educational use of these may be available at all times; 2. To enable each student, through safe and efficient transportation and facilities, to take advantage of the complete range of curricular and extra-curricular activities offered by the district's schools

Mission and Goals

- Works with the Maintenance/Custodial Supervisor and those whom he/she supervises to articulate and promote the school system's vision of learning and teaching

General Responsibilities for Maintenance

Assist the Maintenance/Custodial Supervisor to:

- Oversee building maintenance
- Supervise building/repair projects
- Supervise contracted labor; serves as key contact
- Develop and adhere to a preventive maintenance schedule
- Maintain current fleet information w/ service schedule
- Secure bids for purchased services/materials
- Implement a work order system for tracking purposes
- Maintain and submit facilities reports to the Arkansas Department of Education

General Responsibilities for Transportation

Assist the Maintenance/Custodial Supervisor to:

- Conform with all state laws regarding school transportation
- Train, supervise, and recruit transportation personnel and makes recommendations on their job performance
- Schedule and supervise bus drivers' schools, training, driving skills, and discipline techniques
- Cooperate with school principals and others in planning activity trips
- Handle transportation reports and route schedules
- Act as liaison with SPED and transportation drivers to provide for special needs
- Coordinate purchasing of gas and oil products and maintains appropriate records
- Coordinate purchase of buses and service vehicles
- Maintain fleet to ensure safe operability of all vehicles
- Schedule and observe bus evacuation drills
- Develop recommendations for long-range planning needs
- Assist in maintaining inventory of all district-owned equipment and vehicles
- Maintain records of all responsibilities and activities
- Administer the drug testing program to fulfill federal requirements for commercial drivers' license
- Provide support for grounds maintenance and care
- Perform any other tasks as required by the Superintendent

Management of Educational Resources

Assist the Maintenance/Custodial Supervisor to:

- Select and utilize personnel to meet the needs of the school
- Administer the finances of the district with sound fiscal management and educational practices
- Assist with the development of the budget and makes allocations to schools in an equitable manner
- Achieve maximum results for available resources and money spent
- Understand and utilize technology effectively

Building Maintenance

Assist the Maintenance/Custodial Supervisor to:

- Supervise the construction and repairs of all district properties and buildings
- Supervise all employees and/or contract workers such as:
 - Painters
 - Carpenters
 - Plumbers
 - Electricians, etc.
 - Custodians
- Report special problems associated with maintenance to the appropriate district personnel
- Coordinate and inspect maintenance work and assists as needed
- Estimate the cost of repair projects in terms of labor, material, and overhead
- Assign work orders
- Establish and recommend priorities on repair projects
- Maintain personnel and other written records as are required
- Supervise personnel assigned to custodial duties
- Monitor effectiveness of the custodial staff
- Provide leadership in cost effective practices for district energy consumption

Maintenance of District Grounds

Assist the Maintenance/Custodial Supervisor to:

- Coordinate purchase of plant materials used at each school
- Assume responsibility for the maintenance of equipment
- Supervise care for district properties:
 - Controlling and cutting grass
 - Keeping shrubs, trees, and ground cover mulched and disease free
 - Replacing dead or diseased plants
 - Controlling weeds in beds, along curbs, and on sidewalks
 - Edging curbs and walkways at district buildings and facilities
 - Pruning shrubs and trees
- Keep informed of new products to aid in the upkeep of grounds
- Plan, recommend, and supervise improvements
- Perform any other tasks as required by the Superintendent

Terms of Employment: Twelve-month year. Salary per district salary schedule

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.