



Kenton County School District | *It's about ALL kids.*

**THE KENTON COUNTY BOARD OF
EDUCATION**

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Dr. Henry Webb, Superintendent of Schools

KCSD ISSUE PAPER

DATE:

05/24/2019

AGENDA ITEM (ACTION ITEM):

Consider/Approve Revise the job responsibilities of the "Buildings, Grounds and Maintenance Supervisor" job description to reflect the current needs of the position.

APPLICABLE BOARD POLICY:

03.233 "Duties": Job Description

HISTORY/BACKGROUND:

The responsibilities of "Buildings, Grounds and Maintenance Supervisor" has changed with new requirements by KDE and District needs within the position. Changing the job description will bring the responsibilities in line with the structure of the Operations Support department.

FISCAL/BUDGETARY IMPACT:

\$0.

RECOMMENDATION:

It is recommended the job responsibilities of the "Buildings, Grounds and Maintenance Supervisor" job description be revised to reflect current needs of the position.

CONTACT PERSON:

Matt Rigg, Executive Director of Human Resources

Principal



District Administrator



Superintendent

Use this form to submit your request to the Superintendent for items to be added to the Board Meeting Agenda.

Principal –complete, print, sign and send to your Director. Director –if approved, sign and put in the Superintendent's mailbox.

Kenton County Board of Education

Board Members: Carl Wicklund, Chairperson Karen L. Collins, Vice Chairperson Carla Egan Shannon Herold Jessica Jehn
"The Kenton County Board of Education provides *Equal Education & Employment Opportunities.*"

Kenton County School District
Job Description: Buildings, Grounds and Maintenance Supervisor
Job Class Number: 7435

TITLE: Buildings, Grounds and Maintenance Supervisor

QUALIFICATIONS:

1. Knowledge of the basic principles of construction, maintenance, custodial services and security
2. Certification and/or extensive training in the areas of HVAC, Electrical Functions, Asbestos Management, Energy Audits, Refrigeration, Boiler Management and Plumbing Systems
3. Ability to effectively lead, supervise, and communicate with employees under his/her jurisdiction
4. Minimum four (4) years supervisory experience

REPORTS TO: Director of Facilities or designee

SUPERVISES: All maintenance, custodial, and grounds personnel

JOB GOAL: Provide all students with a physical learning environment that is safe, clean, and attractive where all building operating systems are smoothly functioning

PERFORMANCE RESPONSIBILITIES:

1. Organizes and implements orientation and training programs for the various segments of the maintenance staff
2. Assists in the recruitment, employment, assignment, supervision, transfer, promotion, demotion or dismissal of maintenance personnel
3. Develops a safe working environment for workers and school personnel
4. Schedules work routines for maintenance personnel
5. Recommends purchase of equipment and supplies
6. Organizes and implements a program of preventative maintenance for roofing systems, HVAC mechanical equipment and other assigned areas
7. Directs and inspects the maintenance of all buildings and grounds as to cleanliness, safety and optimal operations
8. Maintains a District facility database and work order system designed to address all repairs and preventative maintenance
9. Assumes primary responsibility for the safe conditions of lighting fixtures, electrical apparatus, fixtures, wiring, air conditioning, refrigeration, heating units, similar electric elements and plumbing in the facilities owned or operated by the district
10. Coordinates program for receiving, storing and issuing all maintenance and grounds supplies, materials and equipment
11. Conducts periodic inspection of all facilities to audit energy consumption and inspect fire safety and submits a monthly report regarding these inspections to appropriate assistant superintendent/director
12. Works collaboratively with the Facilities Manager Support Operations Supervisor to supervise and inspect improvements and renovations performed by outside contractors and verifies completion of contracts before authorizing final payments
13. Reviews on a regular basis all security precautions and procedures
14. Prepares a plan for snow removal
15. Establishes and supervises summer crews for cleaning, painting, and other summer maintenance

Buildings, Grounds and Maintenance Supervisor

Kenton County School District
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activities

16. Responsible for all District compliance with OSHA, Underground Fuel Storage Tanks, Asbestos Management plan, Wastewater Treatment Facilities and Freon/Refrigerant Evacuation and Capture
17. Oversees the proper working condition of District owned maintenance vehicles and maintains equipment
- ~~18. Review incomplete work orders weekly and monthly. Investigate incomplete work orders with assigned maintenance staff~~
19. Maintains and manages the District work order system including preventative maintenance schedules with outside contractors and internal staff
20. Oversees the District maintenance budget
21. Assists with the annual District facility needs process
22. Administers safety program and monitors compliance with current OSHA requirements
23. Performs such other tasks and assumes such other responsibilities as assigned
24. Maintains regular attendance

TERMS OF EMPLOYMENT:

- Days per fiscal year: 230 days
- Salary Schedule: G24 on Classified Position Index
- Fair Labor Standards Act (FLSA) Status: Exempt

EVALUATION:

Performance of the position will be evaluated annually by the Director of Facilities, Executive Director, Assistant Superintendent, or his/her designee

APPROVED: 06/16/97

REVISED: 07/21/03, 05/15/06, 08/03/15, 06/14/18, 03/19/19