
**POWELL COUNTY SCHOOLS
JOB DESCRIPTION**

POSITION TITLE: Buildings and Grounds Supervisor

REPORTS TO: Chief Operations Officer

BASIC FUNCTION: Oversee and maintain the buildings and grounds of the school system, schedule and supervise the work of a maintenance crew and perform semi-skilled to skilled work in one or more of the maintenance trades.

REPRESENTATIVE DUTIES: The terms of employments are designated by the contract.

- Adhere to the Professional Code of Ethics and demonstrate punctuality and regular attendance
- Physical ability to perform duties as required including, but not limited to, digging, lifting, and carrying heavy loads
- Lead, plan, assign, inspect and participate in maintenance and repair work of school facilities; train assigned employees
- Coordinate and direct the work of skilled and semi-skilled trades people in one or more craft areas; distribute parts and materials as needed; order parts and materials
- Inspect work in progress to see that proper maintenance methods are being followed and standards maintained; assure safety of the workers and safety precautions are observed in and around the work site
- Implement work schedules and inspect completed work; review and prioritize work orders for time and material requirements
- Respond to emergency call-ins as required
- Perform skilled work in a variety of maintenance trades as needed
- Comply with county, state and federal regulations
- Provide annual required trainings to maintenance and custodial staff
- Review monthly custodial inspections
- Maintain and monitor health and fire inspections
- Implement and maintain asbestos management plan
- Maintain sewer permit and oversee sewer plant operation
- Complete and submit quarterly DMR Reports
- Schedule and monitor community facility usage and rental
- Complete all requested facility HVAC event adjustments
- Manage surplus inventory and conduct annual surplus auction
- Maintain an inventory of needed materials and parts to provide prompt service to all district property and equipment
- Attends in-service training programs and meetings as required by law and/or designated by the supervisor
- Complete annual evaluation of maintenance workers according to the Powell County District Classified Employee Evaluation Plan
- Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Tools, equipment, methods and materials used in unskilled to semi-skilled maintenance in at least one of the building maintenance and construction trades
- Operation and use of hand and power tools and equipment
- Requirements of maintaining buildings and facilities in good repair
- Requirements of maintaining school buildings in a safe, clean and orderly condition
- Cleaning equipment, tools, materials and supplies used in custodial work

- Basic record-keeping techniques
- Health and safety regulations and procedures
- Proper methods of storing equipment, materials and supplies
- Proper lifting techniques
- Basic shop math

ABILITY TO:

- Perform semi-skilled work in the construction, renovation, maintenance and repair of building, facilities and furniture
- Operate basic maintenance tools and equipment
- Assist skilled personnel in the maintenance and repair of buildings and facilities
- Use common cleaning equipment and supplies safely and efficiently
- Move and arrange furniture and equipment for meetings and special events
- Observe and report safety hazards and need for maintenance and repair
- Maintain routine records related to work performed
- Understand and follow oral and written directions
- Communicate effectively both orally and in writing
- Work cooperatively with others
- Meet schedules and timelines
- Observe health and safety regulations
- Lift heavy objects
- Observe legal and defensive driving practices
- Plan and lead the work of a maintenance crew, and perform semi-skilled work in one or more of the maintenance trades
- Lay out, schedule and oversee a diversified maintenance work program

EVALUATION:

Evaluation will be conducted annually by the Chief Financial Officer according to the Powell County District Classified Employee Evaluation Plan

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and five years' experience assisting in one or more of the building trades.

LICENSES AND OTHER REQUIREMENTS:

Valid Kentucky driver's license

Most recent approval by the Powell County Board of Education	Date:
Printed name of employee receiving job description.	
Employee Agreement: I have read and fully understand the foregoing job description and am aware of nothing that would prohibit my performing those duties in a competent, efficient manner.	
Employee Signature:	Date: