

**DATE:**

11/19/2024

**AGENDA ITEM (ACTION ITEM):**

Consider/Approve revision to the current job descriptions for “Buildings, Grounds, and Maintenance Supervisor”, “Support Operations Supervisor”, “Support Operations Coordinator”, and “Administrative Assistant – Central Office”.

**APPLICABLE BOARD POLICY:**

01.11 General Powers and Duties of the Board; 03.233 “Duties”: Job Description

**HISTORY/BACKGROUND:**

Currently, the Kenton County School District has job descriptions for “Buildings, Grounds, and Maintenance Supervisor”, “Support Operations Supervisor”, “Support Operations Coordinator”, and “Administrative Assistant – Central Office”. The attached proposals for changes in the job descriptions are more aligned to industry job requirements, needed performance goals/expectations, and alignment of supervisor duties in accordance with the organizational chart for the District. Only the Buildings, Grounds, and Maintenance Supervisor position will have a salary impact as responsibilities have increased to match the responsibilities and salary level of the Support Operations Supervisor.

**FISCAL/BUDGETARY IMPACT:**

Approximately a \$1,000 increase in salary expense to the general fund.

**RECOMMENDATION:**

Approval to revise the current job descriptions for “Buildings, Grounds, and Maintenance Supervisor”, “Support Operations Supervisor”, “Support Operations Coordinator”, and “Administrative Assistant – Central Office”.

**CONTACT PERSON:**

Malina Owens, Assistant Superintendent; Matt Rigg, Chief Operations Officer

\_\_\_\_\_  
*Principal/Administrator*

  
\_\_\_\_\_  
*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 School District  
Job Description: ~~Buildings, Grounds and~~ Maintenance Supervisor  
Job Class Number: 7435

TITLE: ~~Buildings, Grounds and~~ Maintenance Supervisor

QUALIFICATIONS:

1. High school diploma or GED; Associate's degree in Construction Management or related field preferred
- ~~1-2. Demonstrated knowledge of the basic principles of construction, maintenance, construction, custodial services and building security; experience in public education or school operations preferred~~
- ~~2-3. Certification and/or a minimum of five (5) years' experience 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 of four (4) years' experience supervising personnel supervisory experience
5. Minimum of five (5) years' experience in building maintenance
- ~~4-6. Demonstrated ability to communicate professionally and positively, in spoken and written form, while protecting confidential information~~
- ~~5-7. Meets required physical examination~~ Demonstrated aptitude and skills with computer hardware and software to complete all job responsibilities requiring the use of technology

REPORTS TO: ~~Director of Facilities~~ Assistant Superintendent of Operations, Executive Director of Operations, or designee

SUPERVISES: All maintenance, ~~custodial, and grounds~~ personnel and assigned staff

JOB GOAL: ~~Provide all students with a physical learning environment that is safe, clean, and attractive where all building operating systems are smoothly functioning~~ Provide a world-class education environment for all students and guests and a world-class work place for all staff by ensuring excellent physical building conditions and operation of building systems while leading an efficient and effective maintenance operation

PERFORMANCE RESPONSIBILITIES:

1. Supervise, train, and support all maintenance personnel and assigned staff
2. Conduct the evaluation process of all assigned staff; provide informal and/or formal supports to assigned staff who are not meeting expectations
- ~~1. Organizes and implements orientation and training programs for the various segments of the maintenance staff~~
3. Assists in with the recruitment, employment, orientation, assignment, supervision, transfer, promotion, demotion or dismissal of maintenance personnel staff
- ~~2-4. Conduct the interview and selection process for all maintenance staff~~
- ~~3-5. Develops~~ Ensure a safe working environment for workers and school personnel by overseeing a program of safety inspections and preventative maintenance on all building systems and assigned areas; make corrections to items not meeting established safety standards and practices
- ~~4-6. Schedules~~ Develop and implement work schedules and routines for maintenance personnel and assigned staff; make adjustments to routines and work schedules as needed; review and approve maintenance personnel timesheets
7. Develop and implement consistent, efficient, effective, and safe maintenance strategies for all District facilities
8. Develop and implement a program of job training and safety training for all maintenance staff; monitor for compliance and make adjustments as needed



Kenton County School District  
Job Description: ~~Buildings, Grounds and~~ Maintenance Supervisor  
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- ~~5-9.~~ Recommends purchase of equipment and supplies to operate an efficient and effective maintenance operation
- ~~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
- ~~8-10.~~ Maintains a ~~District facility database and~~ work order system designed to address all repairs and preventative maintenance in areas covered by the maintenance team
- ~~9-11.~~ 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
- ~~12.~~ Coordinates program for receiving, storing and issuing all maintenance ~~and grounds~~ supplies, materials and equipment
- ~~10-13.~~ Assist the local education agency's (LEA) designee with proper maintenance of the Asbestos Management Plan for each school location; serve as the LEA when assigned
- ~~14.~~ Assist with the preparation of any/all bids for contract services associated with the maintenance program and upkeep of building systems for all District facilities
- ~~11-15.~~ Conducts periodic safety inspections of all facilities in required maintenance areas, to include, but not limited to fire safety and playground equipment safety; file reports with the appropriate individuals and/or agencies ~~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 Support Operations Supervisor to supervise and inspect improvements and renovations performed by outside contractors and verifies completion of contracts before authorizing final payments
- ~~16.~~ Develop, implement, and monitor the district routine and preventative maintenance program for all building systems; make adjustments as needed
- ~~13-17.~~ Collaborate with the District Safety Coordinator to ensure physical safety systems are in working order Reviews on a regular basis all security precautions and procedures; make adjustments as needed
- ~~14-18.~~ Responsible for all District compliance with OSHA, ~~Underground Fuel Storage Tanks, Asbestos Management plan,~~ Wastewater Treatment Facilities and Freon/Refrigerant Evacuation and Capture
- ~~15-19.~~ Oversees the proper working condition of District owned maintenance vehicles and ~~maintains~~ equipment; take appropriate steps to repair or replace inoperable or damaged equipment
- ~~16.~~ Maintains and manages the District work order system including preventative maintenance schedules with outside contractors and internal staff
- ~~17-20.~~ Oversees Assist with the development and adherence to the annual District maintenance budget
- ~~18-21.~~ Assists with the annual District facility needs process
- ~~19-22.~~ Administers an OSHA compliant safety program; ~~and~~ monitors compliance with current OSHA requirements and make adjustments as needed
- ~~20.~~ Performs such other tasks and assumes such other responsibilities as assigned
- ~~21.~~ Maintains regular attendance
- ~~23.~~ Engage in relevant professional development to keep current with all aspects of the position
- ~~24.~~ Work collaboratively with and provide assistance to the Building Operations Supervisor and Construction Supervisor as needed or assigned
- ~~25.~~ Attend and/or preside over meetings as the supervisor designates
- ~~22-26.~~ Perform other duties as assigned by the supervisor

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

TERMS OF EMPLOYMENT:

- 230 Days
- Salary Schedule: ~~S14~~15 on Classified Professional Salary Schedule
- FLSA Status: Exempt

PHYSICAL DEMANDS

- Lift floor to table up to 50 pounds/lift table to chest up to 50 pounds/lift overhead up to 40 pounds
- Carry up to 50 pounds
- Climb ladders up to 20 rungs
- Climb steps 50 up/down
- Push/Pull up to 75 pounds
- Prolonged periods of standing

EVALUATION:

Performance of the position will be evaluated annually by the ~~Director of Facilities, Executive Director~~ Assistant Superintendent of Operations, Executive Director of Operations, or designee

APPROVED: 06/16/1997

REVISED: 07/21/2003, 05/15/2006, 08/03/2015, 06/14/2018, 03/19/2019, 06/01/2020, 06/05/2023



Kenton County School District  
Job Description: ~~Support~~ Building Operations Supervisor  
Job Class Number: 7605

TITLE: ~~Support~~ Building Operations Supervisor

QUALIFICATIONS:

1. High school diploma or GED; Associate's degree in Construction Management or related field preferred
2. ~~Demonstrates aptitude and skills in Carpentry, Electricity, Plumbing, Heating, Ventilation and Air Conditioning, Window Glass, Supply Inventory, and Delivery~~ Demonstrated knowledge of custodial services, maintenance, construction, asbestos management, energy audits, and building security; experience in public education or school operations preferred
- 1-3. Certification and/or a minimum of five (5) years' experience in the areas of custodial operations, commercial cleaning, window glass, flooring, and supply inventory
2. ~~Meets required physical examination~~ Minimum of four years' experience supervising personnel
- 3-4. Minimum of 5 years' experience in building maintenance and commercial cleaning
5. ~~Must have completed all necessary OSHA training modules in order to meet performance responsibilities~~
- 4-6. Demonstrated ability to communicate professionally and positively, in spoken and written form, while protecting confidential information
- 5-7. Demonstrated aptitude and skills with computer hardware and software to complete all job responsibilities requiring the use of technology ~~Computer literate for proper reporting purposes and maintenance records~~

REPORTS TO: ~~Executive Director, Director of Facilities~~ Assistant Superintendent of Operations, Executive Director of Operations, or designee

SUPERVISES: All school-level building operations' managers, supervisors and assigned staff

JOB GOAL: ~~To help maintain the physical school plants' condition of operating excellence so that full educational use of it may be made at all times~~ Provide a world-class education environment for all students and guests and a world-class work place for all staff by ensuring excellent physical building conditions and cleanliness while leading an efficient and effective custodial operation

PERFORMANCE RESPONSIBILITIES:

1. Supervise, train, and support all building operations' managers, supervisors, and assigned staff
- 1-2. ~~Assists each principal with the evaluation of all plant manager positions and support operations staff~~ Conduct the evaluation process of all assigned staff while receiving school/department administrators' feedback on the performance of building operations' team members assigned to the administrators' school/department; provide informal and/or formal supports, with assistance from building/department administrators where applicable, to building operations team members who are not meeting expectations
2. ~~Assists the principal and school level support operation staff in the preparation of the annual facility needs assessment process~~
3. Assist with the recruitment, employment, orientation, assignment, transfer, promotion, demotion, or dismissal of building operations staff
4. ~~Assists each principal with~~ Conduct the interview and selection process for all new support building operations personnel ~~staff; consult with building administrators on the selection of building operations staff who will be assigned to the administrator's building/department~~
- 3-5. Assist building operations' managers and supervisors ~~Assists with staffing and scheduling activities for of~~



Kenton County School District  
Job Description: Support-Building Operations Supervisor  
Job Class Number: 7605

- all support-building operations staff; coordinate the use of substitutes to cover staff absences; review and approve all timesheets of assigned staff
- ~~6.~~ Assists-Develop and implement with the preparation of all consistent, efficient, effective, and safe cleaning strategies for each school all District facilities
- ~~Reviews and approves all support operations staff timesheets~~
- ~~4.~~
- ~~7.~~ Prepares and coordinates-Develop and implement a program of job all annual training and safety training in-service for all support-buildings operations staff; monitor for compliance and make adjustments as needed
- ~~8.~~ Maintain a work order system designed to address all repairs and preventative maintenance in areas covered by the building operations team
- ~~5-9.~~ Assists the Director of Facilities in-with the preparation of any/all necessary-bids for contract services associated with the maintenance-cleanliness and upkeep with-of all District owned-facilities
- ~~6-10.~~ Coordinates the snow and ice removal efforts associated with pedestrian pathways for all District owned facilities
- ~~7-1.~~ Prepares and coordinates all annual training in-service for all support operations staff
- ~~8.~~ Maintains the safety training program for all support operations staff
- ~~9-11.~~ Responsible for mMaintaining all Material Safety Data Sheets required for each school location; assist each locations' building operations staff with storing and accessing Material Safety Data Sheets
- ~~10-12.~~ Assists the local education agency's (LEA) designee with proper maintenance of the Asbestos Management Plan for each school location; serve as the LEA when assigned
- ~~11-13.~~ Responsible for cCorrecting any deficiencies noted on local board of health inspections and fire department inspections
- ~~12-14.~~ Assists with the coordination of any outside repairs necessary at each school-district owned facility
- ~~13-1.~~ Reviews and approves all support operations staff timesheets
- ~~14-1.~~ Assists each principal with the interview and selection process for all new support operation personnel
- ~~15.~~ Assists the Energy Systems Coordinator with the District energy conservation efforts including but not limited to the periodic building shut down procedures
- ~~16.~~ Maintains-Assist with the district routine and preventative maintenance program for all building systems at each school location
- ~~17.~~ Supervises the Plant Manager and Building Operations Supervisor
- ~~18-17.~~ Assumes responsibility that Ensure all safety standards are met during all cleaning operations; and while making necessary repairs ensure District is compliant with and that all necessary safety inspections are completed as required while making adjustments and corrections as prescribed by the inspector
- ~~19-18.~~ Assumes rResponsibility le for the safe condition and cleanliness of flooring, door frames, doors, window frames, window glass, hardware, and similar structural elements in the facilities owned or operated by the Board of Education District
- ~~19.~~ Recommends supplies and equipment needed for operation of the school/building plant and ensures that all tools and equipment are in safe working condition
- ~~20.~~ Assist with the annual District facility needs process
- ~~20-21.~~ Assist with the development and adherence to the annual District building operations budget
- ~~21-22.~~ Coordinates all yard-keeping chores such as grass cutting, weeding, bush-hogging, tree trimming, and the like as necessary, to maintain the District owned or operated school grounds in a safe

Kenton County School District  
Job Description: ~~Support~~ Building Operations Supervisor  
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and attractive condition

- 23. Develop, ~~M~~aintain and verify the completion of all required internal checklists; periodically review internal checklists to ensure all required items are monitored and addressed
- 24. Engage in relevant professional development to keep current with all aspects of the position
- 25. Work collaboratively with and provide assistance to the Maintenance Supervisor and Construction Supervisor as needed or assigned
- ~~22.~~ 26. Attend and/or preside over meetings as the supervisor designates
- ~~23.~~ 27. Performs other duties as assigned by the supervisor

PHYSICAL DEMANDS

- Lift floor to table up to 50 pounds/lift table to chest up to 50 pounds/lift overhead up to ~~15~~ 40 pounds
- Carry up to 50 pounds
- Climb ladders up to 20 rungs
- Climb up to 50 steps up/down
- Push/Pull up to ~~50~~ 75 pounds
- Prolonged periods of standing

TERMS OF EMPLOYMENT:

- Days per fiscal year: 230 Days
- Salary Schedule: S15 on Classified Professional Salary Schedule
- FLSA Status: Exempt

EVALUATION:

Performance of this job will be evaluated annually by the ~~Executive Director, Director of Facilities~~ Assistant Superintendent of Operations, Executive Director of Operations, or designee

APPROVED: 08/06/12

REVISED: 06/01/15, 08/03/15, 06/01/2020, 06/05/2023



Kenton County School District  
Job Description: Support Operations Coordinator  
Job Class Number: 7471

TITLE: Support Operations Coordinator

QUALIFICATIONS:

1. High School diploma or GED; Associate's degree preferred
- ~~1.2. Experience in public education or school operations preferred~~
- ~~2.3. Associate's degree preferred~~ Demonstrated ability to communicate professionally and positively, in spoken and written form, while protecting confidential information
- ~~3. Demonstrated aptitude for assigned responsibilities~~
4. Demonstrated ability to develop and implement operational systems, standards, and procedures based in organization, efficiency, and effectiveness while measuring results of these systems and making necessary adjustments
5. Minimum of three (3) years' experience in public education or school operations monitoring and reconciling budgets and financial information; experience with procurement preferred
- ~~4.6. Demonstrated aptitude and skills with computer hardware and software to complete all job responsibilities requiring the use of technology~~

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REPORTS TO: Chief Operations Officer, or designee

SUPERVISES: None

JOB GOAL: ~~Support the day-to-day operations of the Operations department and the Chief Operations Officer.~~ Coordinate and support an efficient and effective Operations' team function to ensure a world class physical learning environment for all students.

PERFORMANCE RESPONSIBILITIES:

1. Coordinate office systems, services, operations and procedures for the Operations' team; periodically review these items for efficiency and effectiveness and recommending needed adjustments to management
2. Support the day-to-day operations of Operations' departments and staff as assigned by the supervisor or designee
3. Support the Construction Supervisor in all aspects of the capital construction process; to include, but not limited to, Kentucky Department of Education processes and approvals, District construction processes and approvals, project budget development, reconciliation, and close-out, prepare and manage direct material purchases, coordinate the change order process with district personnel, architects, engineers, contractors, and KDE personnel, assist with the construction project bidding process, and prepare and submit required reports and documentation
- ~~1. Manage the capital construction approval process working with the Department of Education; assist with the BG-1 construction application process~~
- ~~2. Upload all necessary construction documents into the Facility Data Base (FACPAC) and monitor the status of all approvals~~
- ~~3. Upload and manage all documents entered into the Kentucky Department of Education SharePoint site~~
- ~~4. Establish a spreadsheet for each construction project and continually reconcile all expenditures between the construction budget and the accounting system; reconcile all active construction projects and prepare the BG-5 closeout report with the KDE~~
- ~~5. Manage direct material purchases for all capital construction projects~~



Kenton County School District  
Job Description: Support Operations Coordinator  
Job Class Number: 7471

- ~~6. Coordinate the change order process working with the architects, engineers, contractors, and KDE personnel.~~
- ~~7.4. Prepare and manage submit assigned issue papers requiring all necessary Board of Education approvals~~
- ~~8. Assist the construction manager as necessary throughout the capital construction process~~
- ~~9. Assist with the bidding process for all capital construction projects relative to professional services and equipment/material purchases~~
- ~~10. Maintain all monthly reporting requirements with the Federal Census Bureau for each construction project~~
- ~~11.5. Organize and manage coordinate the District Facility Planning process; assume responsibility of the secretary position for the facility planning committee~~
- ~~12. Submit and maintain the NETDMR-NetDMR (Discharge Monitoring Reports) reports for all the District operated sewage plants in use at Ryland and Piner~~
- ~~13. Maintain the mobile radio system used by various departments; manage the inventory, maintenance, and replacement of all equipment; monitor the approval of all FCC regulations and reporting requirements~~
- ~~14.6. Maintain a system to keep track and store of all district facility leasing agreements and deeds associated with property owned by the District~~
- ~~15.7. Assist with the property acquisition process and maintain all deeds associated with property owned by the School District~~
- ~~16.8. Maintain current electronic copies of school facility floor plans~~
- ~~17.9. Assist with the annual procurement of all necessary insurance coverage~~
- ~~18. Assist with the maintenance of the District facility data base running through the School Dude program~~
- ~~19.10. Assist with periodic grant applications~~
- ~~20. Maintain all approvals secured through the advertisement process working with a third party vendor~~
- ~~21.11. Coordinate and obtain Maintain all approvals necessary for school level requests to alter the site or facilities per board policy 05.11 – Alterations of Buildings and Grounds~~
- ~~22. Maintain confidential information in a secure manner~~
- ~~23.12. Engage in relevant professional development to keep current with all educational developments and practices aspects of the position~~
- ~~24.13. Attend and/or presides over meetings as the supervisor designates~~
- ~~25.14. Perform other duties as assigned by the supervisor~~

TERMS OF EMPLOYMENT:

- Days per fiscal year: 230
- Salary Schedule: G15 on the Classified Position Index
- FLSA Status: Non-exempt

EVALUATION:

Performance of the position will be evaluated annually by the Chief Operating Officer, or designee

APPROVED: 06/14/2018

REVISED: ??/??/????

Kenton County School District  
Job Description: Administrative Assistant—~~Central Office~~  
Job Class Number: 7762

TITLE: Administrative Assistant—~~Central Office~~

QUALIFICATIONS:

1. High School diploma or GED
2. Minimum of three (3) years administrative experience involving the use of word processing, spreadsheet and record-keeping software
3. Demonstrated ability to communicate ~~effectively professionally and positively, in spoken and written form,~~ with students, staff, parents and the community
4. Demonstrated ability to work with, and protect, confidential information

REPORTS TO: Assigned administrator or Designee

SUPERVISES: None

JOB GOAL: Perform a wide variety of specialized and responsible administrative support duties to help organize and coordinate office activities and communications to assist administrators with assigned functional areas of responsibility; provides all District stakeholders and guests with a positive, world-class experience ~~and customer support representative of the District when interacting with Central Office~~

PERFORMANCE RESPONSIBILITIES:

1. Performs a wide variety of specialized and responsible duties independently in support of functions delegated to the assigned administrator; interpret and apply rules and regulations as appropriate; perform duties to assist the administrator with administrative detail as appropriate
2. Operates the ~~Central Office~~ telephone console by providing: routine information and assistance, receiving incoming calls and making necessary connections to office staff, taking and transmitting information and messages as requested
3. Assures the telephone console is covered during working hours; train and provide work direction to substitutes and back-up
4. Utilizes positive and professional interpersonal skills to coordinate communication between educational institutions and other outside organizations and the public; obtains and provides information, coordinates activities and resolves problems
5. Researches, reviews, checks, corrects and compiles a variety of information; verifies data for accuracy, completeness and compliance with established procedures; inputs and retrieves computerized data in computer systems as required
6. Prepares and maintains a variety of records, logs and files including information of a confidential nature; maintains confidentiality of all information and records
7. Compiles information and data for a variety of reports; organizes type and print reports and other written materials related to assigned office functions
8. Coordinates and compiles Board Agenda materials as assigned
9. Responds to requests for information from staff and the general public regarding District programs, policies, procedures and regulations
10. Word processes a wide variety of materials such as correspondence, reports, contracts, forms, applications, memoranda and other documents
11. Operates computer and use various software packages to maintain records and generate reports, lists and other materials; utilize word processing and other software as required; operates a variety of office equipment for the successful operation of ~~the District Central Office~~



Kenton County School District  
Job Description: Administrative Assistant—~~Central Office~~  
Job Class Number: 7762

12. Receives, processes, and routes mail; order; issues and maintains department supplies, forms and equipment
13. Trains and provides work direction to departmental clerical support staff as assigned; monitors office workflow and assures compliance with established time lines, procedures and standards of quality
14. Performs other responsibilities as assigned by the supervisor

TERMS OF EMPLOYMENT:

- Days per fiscal year: 230
- Salary Schedule: G11 on Classified Position Index
- FLSA Status: Non-exempt

EVALUATION:

Performance of the position will be evaluated annually by the assigned administrator or Designee

APPROVED: 06/19/2016

REVISED: 06/01/2015, 06/14/2018, ??/??/????