

DATE:

12/12/2024

AGENDA ITEM (ACTION ITEM):

Consider/Approve revisions to current job descriptions for all Building Operations and Maintenance positions impacted by the title change of their supervisor.

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 a job description for all Building Operations and Maintenance positions that outlines the supervisor they "Report To" and the supervisor responsible for their "Evaluation" annually. With the adjustment to the titles of these two supervisors at the December 2, 2024 Kenton County School Board Meeting, the attached job descriptions would require an update to reflect that title change of their supervisor. Furthermore, this review of job descriptions prompted a complete review of all job descriptions within the two departments. This review resulted in additional adjustments made to "Building Operations Support", "School Plant Manager", "District Facilities Support Staff", and "Building Operations Shift Supervisor" in order to be more aligned with the current performance goals/expectations as well as the alignment of supervisors in accordance with the organizational chart for the District.

FISCAL/BUDGETARY IMPACT:

No net financial impact.

RECOMMENDATION:

Approval to revise the current job descriptions for all Building Operations and Maintenance positions impacted by the title change of their supervisor.

CONTACT PERSON:

Malina Owens

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: Assistant School Plant Manager
Job Class Number: 7441/8043

TITLE: Assistant School Plant Manager

QUALIFICATIONS:

1. Demonstrates aptitude and skills in Carpentry, Electricity, Plumbing, Heating, Ventilation and Air Conditioning, Window Glass, Supply Inventory, and Delivery
2. Meets required physical examination
3. Demonstrates aptitude or competence for assigned responsibilities
4. Computer literate for proper reporting purposes and maintaining records

REPORTS TO: ~~Principal,~~ Building Operations Supervisor

SUPERVISES: Building Operations Support employees in that building in the absence of the School Plant Manager

JOB GOAL: To maintain the physical school plant and grounds in a condition of operating excellence so that full educational use of them may be made at all times

PERFORMANCE RESPONSIBILITIES: (The following are in addition to responsibilities as a Building Operations Support employee.)

1. Helps in the selection, assignment, scheduling, and training of members of the custodial staff
2. Assists the School Plant Manager to plan and oversee all maintenance repair work, maintaining a high standard of safety, cleanliness, and efficiency in the building
3. Monitors the time records of all custodial employees in the school and certifies them for salary payments
4. Maintains an inventory and recommends purchase of suitable supplies, tools, and equipment
5. Evaluates the performance of the custodial staff on a regular basis
6. Strives constantly to promote the safety, health, and comfort of the students and employees
7. Performs other duties as assigned by the supervisor

TERMS OF EMPLOYMENT:

- Days per fiscal year: 245 Days
- Salary Schedule: G11 on Classified Position Index / ASPJ if Journeyman Level
- FLSA Status: Non-Exempt

EVALUATION:

Performance of the position will be evaluated annually by the ~~principal and the Building, Grounds & Maintenance Supervisor~~ Building Operations Supervisor

APPROVED: 10/17/05

REVISED: 05/15/06, 08/03/15

Kenton County School District
Job Description: Maintenance Assistant – District Courier
Job Class Number: 7963

TITLE: Maintenance Assistant – District Courier

QUALIFICATIONS:

1. High School Diploma
2. Valid Driver's License in good standing
3. Meets required physical examination
4. Demonstrated aptitude or competence for assigned responsibilities

REPORTS TO: Maintenance Supervisor, or designee

SUPERVISES: None

JOB GOAL: Supporting the Maintenance and Building Operations teams and assisting with the safe and timely delivery of items throughout the District.

PERFORMANCE RESPONSIBILITIES:

1. Performs various Maintenance and Building Operations responsibilities as assigned by the Maintenance Supervisor
2. Picks up and delivers mail, payroll, and other assigned items
3. Assigns and processes postage in the most economical method possible
4. Drives in a safe and courteous manner following all traffic laws
5. Ensures that the district provided vehicle is regularly serviced and kept in a clean condition
6. Moves furniture or equipment between buildings as required for various activities as directed by the Maintenance Supervisor
7. Reports minor exterior building needs including parking lot repairs, tree/shrub trimming/removal, and signage replacement
8. Reports major repairs to the Maintenance Supervisor
9. Knowledge and ability to properly use tools, equipment, methods and materials in unskilled maintenance trades
10. Properly completes, records, and maintains various maintenance inspection logs
11. Performs other duties as assigned by the supervisor or designee

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

TERMS OF EMPLOYMENT:

- Days per fiscal year: 245
- Salary Schedule: CUST
- FLSA Status: Non-Exempt

Kenton County School District
Job Description: Maintenance Assistant – District Courier
Job Class Number: 7963

EVALUATION: ~~Performance of this job will be evaluated in accordance with provisions of the Board's Policy
Evaluation of Support Services Personnel~~ Maintenance Supervisor

APPROVED: 10/16/2000

REVISED: 10/22/2007, 06/14/2018, 06/05/2023, 7/3/2023, 5/6/2024

Kenton County School District
Job Description: HVAC Technician
Job Class Number: 7424

TITLE: HVAC Technician

QUALIFICATIONS:

1. Five years of progressively responsible HVAC equipment installation, maintenance, and repair experience and completion of a HVAC control training program applicable to type of system, or;
2. Completion of an approved technical training program in the installation, repair, and maintenance of HVAC equipment and completion of a HVAC control training program applicable to type of system and one year of HVAC control maintenance and repair experience, or;
3. Any equivalent combination of experience, training, and / or education approved by Kenton County Schools
4. Must be knowledgeable in sizing area for proper size BTU's for heating and cooling
5. Must be proficient in brazing and soldering techniques
6. Chlorofluorocarbon Certification Type I and II
7. Must have general skills in various maintenance trades
8. Demonstrates aptitude or competence for assigned responsibilities
9. Ability to effectively communicate in verbal and written forms
10. Hold a State Driver's License in good standing
11. Hold a High School Diploma, GED, or equivalent
12. Must have completed all necessary OSHA training modules in order to meet performance responsibilities
13. Computer literate for proper reporting purposes and maintenance records
14. Meets required physical examination

REPORTS TO: ~~Buildings, Grounds & Maintenance Supervisor~~ [Maintenance Supervisor](#)

SUPERVISES: None

JOB GOAL: Repairs and maintains heating, ventilation, and air conditioning systems throughout the district in order to provide a conducive learning and working environment for the students and staff of the district

PERFORMANCE RESPONSIBILITIES:

1. Knowledge of the tools, materials, and test equipment used in the installation, maintenance, and repair of heating, ventilation, air conditioning, and refrigeration HVAC control systems
2. Installs, maintains, and repairs HVAC equipment including pneumatic, electric, and electronic controls
3. Troubleshoots and repairs HVAC control problems, including dampers, coils, HVAC steam related controls, air handling equipment, and all types of valves
4. Adjusts and calibrates pneumatic/electronic devices to balance the HVAC systems
5. Inspects and services controls on a scheduled basis
6. Responds to service calls and troubleshoots problems
7. Prepares estimates for the repair and/or installation of new HVAC systems and makes recommendations for such repairs and service
8. Troubleshoots and tests controls using test gauges, amp meters, hydro thermographs, and computers
9. Must be able to work and assist any maintenance personnel as directed by the Buildings, Grounds & Maintenance Supervisor
10. Performs other duties as assigned by the supervisor

Kenton County School District
Job Description: HVAC Technician
Job Class Number: 7424

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

TERMS OF EMPLOYMENT:

- 245/240 Days
- Salary Schedule: G16 – Salary determined by the Classified Salary Schedule
- On call 24 hours / day, 7 days / week
- FLSA Status: Non-Exempt

EVALUATION:

Performance of the position will be evaluated annually by the ~~Buildings, Grounds & Maintenance Supervisor~~
[Maintenance Supervisor](#)

APPROVED: 05/20/2002

REVISED: 07/21/2003, 02/03/2014, 06/01/2015, 06/30/2018, 06/05/2023

Kenton County School District
Job Description: Assistant Maintenance Supervisor
Job Class Number: 8042

TITLE: Assistant 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
5. Meets required physical examination

REPORTS TO: ~~Buildings, Grounds, and Maintenance Supervisor or designee~~ [Maintenance Supervisor](#)

SUPERVISES: All maintenance personnel below the level of Assistant Maintenance Supervisor

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. Assists in the recruitment, employment, assignment, transfer, promotion, demotion, or dismissal of maintenance personnel
2. Schedules work routines for maintenance personnel
3. Recommends purchase of equipment and supplies
4. Supervision of all outsourced maintenance services
5. Organizes, implements, and maintains a program of preventative maintenance
6. Supervises operations of heating and cooling plants
7. Maintains district keying management system
8. Assists in the direction and inspections of the maintenance of all buildings as to operational efficiency and safety
9. Assumes responsibility for the safe conditions of lighting fixtures, electrical apparatus, fixtures, wiring, air conditioning, refrigeration, heating units, roofing, similar electric elements, and plumbing in the facilities owned or operated by the district
10. Works collaboratively with the Buildings, Grounds, and Maintenance Supervisor to supervise and inspect improvements and renovations performed by outside contractors and verifies completion of contracts before authorizing final payments
11. Reviews on a regular basis all security precautions and procedures
12. Maintains all playground inspections, accident investigations, and repairs
13. Coordinates annual bleacher, gym equipment, and athletic facility inspections and oversees any identified/required repairs
14. Assists with periodic development of written bidding specifications for all outsourced services
15. Assists with all efforts established to conserve energy
16. Is well versed and capable of operating the districts building automation system
17. Is available to assist with all building level emergencies that may occur after normal working hours
18. Maintains regular attendance
19. Performs other duties as assigned by the supervisor

Kenton County School District
Job Description: Assistant Maintenance Supervisor
Job Class Number: 8042

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

TERMS OF EMPLOYMENT:

- Days per fiscal year: 230 days
- Salary Schedule: S11 on Classified Professional Salary Schedule
- FLSA Status: Exempt

EVALUATION:

Performance of the position will be evaluated annually by the ~~Buildings, Grounds and Maintenance Supervisor or designee~~ [Maintenance Supervisor](#)

APPROVED: 6/3/19

REVISED: 06/01/2020, 6/5/2023

Kenton County School District
Job Description: Maintenance – Carpenter
Job Class Number: 7443

TITLE: Maintenance – Carpenter

QUALIFICATIONS:

1. Successful completion of a 2-year vocational program of Carpentry or at least 5 years of progressive work experience in the field
2. Should have a working knowledge of installations/repairs of the following; playground equipment, windows, doors, door locks, door locking systems and glass
3. Demonstrates aptitude or competence for assigned responsibilities
4. Any equivalent combination of experience, training, and / or education approved by Kenton County Schools
5. Must have general skills in various maintenance trades
6. Demonstrates aptitude or competence for assigned responsibilities
7. Ability to effectively communicate in verbal and written forms
8. Hold a State Driver's License in good standing
9. Hold a High School Diploma, GED, or equivalent
10. Must have completed all necessary OSHA training modules in order to meet performance responsibilities
11. Computer literate for proper reporting purposes and maintenance records
12. Meets required physical examination

REPORTS TO: ~~Buildings, Grounds, and Maintenance Supervisor~~ [Maintenance Supervisor](#)

SUPERVISES:

JOB GOAL: To help maintain the physical school plants in condition of operating excellence so that full educational use of it may be made at all times

PERFORMANCE RESPONSIBILITIES:

1. Assumes responsibility for the safe condition of playground equipment, windows, doors, door locks, door locking systems, glass and similar structural elements in the facilities owned or operated by the Board of Education
2. Recommends supplies and equipment needed for above operations
3. Assumes responsibility that safety standards are met in all repairs
4. 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 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

TERMS OF EMPLOYMENT:

- Days per fiscal year: 245
- Salary Schedule: G14 or Journeyman Certification MCAJ on Classified Position Index, on call 24 hours/day, 7 days/week
- FLSA Status: Non-Exempt

Kenton County School District
Job Description: Maintenance – Carpenter
Job Class Number: 7443

EVALUATION:

Performance of the position will be evaluated annually by the ~~Buildings, Grounds & Maintenance Supervisor~~
Maintenance Supervisor

APPROVED: 11/25/1980

REVISED: 07/01/2003, 03/03/2014, 06/01/2015, 06/14/2018, 06/05/2023

Kenton County School District
Job Description: Maintenance – Master Electrician
Job Class Number: 7445

TITLE: Maintenance – Master Electrician

QUALIFICATIONS:

1. A successful completion of a 2-year vocational program of Industrial Electric or at least 5 years work experience in the same field
2. Must be a Kentucky certified/licensed electrician
3. Should be knowledgeable of electrical systems from mili voltage to 480 volts
4. Experience and understanding of DDC controls in an industrial/commercial setting
5. Must possess knowledge and work in accordance with the current NEC, NFPA, and OSHA Standards
6. Experience on electrical circuits, trouble shooting and installation including EMT and rigid conduit - all according to National Electrical Code
7. Demonstrates aptitude or competence for assigned responsibilities
8. Any equivalent combination of experience, training, and / or education approved by Kenton County Schools
9. Must be literate, and have general skills in various maintenance trades
10. Ability to effectively communicate in verbal and written forms
11. Hold a State Driver's License in good standing
12. Hold a High School Diploma, GED, or equivalent
13. Must have completed all necessary OSHA training modules in order to meet performance responsibilities
14. Computer literate for proper reporting purposes and maintenance records
15. Meets required physical examination

REPORTS TO: ~~Building, Grounds, and Maintenance Supervisor~~ [Maintenance Supervisor](#)

SUPERVISES: None

JOB GOAL: To help maintain the physical school plants in a condition of operating excellence so that full educational use of it may be made at all times

PERFORMANCE RESPONSIBILITIES:

1. Assumes responsibility for the safe condition of all electrical needs and similar electrical problems in the facilities owned or operated by the Board of Education
2. Assumes responsibility of lighting and 110 volt electrical systems
3. Recommends supplies and equipment needed for above operations
4. Assumes responsibility that safety standards are met in all repairs
5. Assumes electrical responsibility for proper operation of kitchen equipment in all facilities owned or operated by the Board of Education
6. Performs such other electrical tasks and assumes such other responsibilities as assigned
7. 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 40 pounds
- Carry up to 50 pounds
- Climb ladders up to 20 rungs
- Climb steps 50 up/down

Kenton County School District
Job Description: Maintenance – Master Electrician
Job Class Number: 7445

- Push/Pull up to 75 pounds
- Prolonged periods of standing

TERMS OF EMPLOYMENT:

- 245/240 Days
- Salary Schedule: G18
- On call 24 hrs. a day, 7 days / week
- Starting time 7:00 a.m. (on the road) until 3:30 p.m. (on the job)
- FLSA Status: Non-Exempt

EVALUATION:

Performance of the position will be evaluated annually by ~~Building, Grounds, and Maintenance Supervisor~~
[Maintenance Supervisor](#)

APPROVED: 08/09/1982

REVISED: 03/15/2004, 03/03/2014, 06/01/2015, 06/14/2018, 06/05/2023

Kenton County School District
Job Description: Maintenance - Plumber
Job Class Number: 7444

TITLE: Maintenance – Plumber

QUALIFICATIONS:

1. Successful completion of a 2-year vocational program of Plumbing or at least 5 years of progressive work experience in the field
2. Must be a Kentucky certified/licensed plumber
3. Should have a working knowledge of installations/repairs of the following; toilets/sinks, hot water tanks, grease traps, drinking fountains, irrigation systems, sewage connections, and irrigation systems
4. Demonstrates aptitude or competence for assigned responsibilities
5. Any equivalent combination of experience, training, and / or education approved by Kenton County Schools
6. Must be literate, and have general skills in various maintenance trades
7. Demonstrates aptitude or competence for assigned responsibilities
8. Ability to effectively communicate in verbal and written forms
9. Hold a State Driver's License in good standing
10. Hold a High School Diploma, GED, or equivalent
11. Must have completed all necessary OSHA training modules in order to meet performance responsibilities
12. Computer literate for proper reporting purposes and maintenance records
13. Meets required physical examination

REPORTS TO: ~~Buildings, Grounds, and Maintenance Supervisor~~ [Maintenance Supervisor](#)

SUPERVISES:

JOB GOAL: To help maintain the physical school plants in condition of operating excellence so that full educational use of it may be made at all times

PERFORMANCE RESPONSIBILITIES:

1. Assumes responsibility for the safe condition of pipes, drains, plumbing fixtures, grease traps, drinking fountains, and irrigation systems
2. Assumes responsibility for hot water heaters/tanks, making sure that they are in good working condition at all times in the facilities owned and operated by the Board of Education
3. Recommends supplies and equipment needed for above operations
4. Assumes responsibility that safety standards are met in all repairs
5. Performs such other tasks and assumes such other responsibilities as assigned
6. 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 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

Kenton County School District
Job Description: Maintenance - Plumber
Job Class Number: 7444

TERMS OF EMPLOYMENT:

- 245/240 Days
- Salary Schedule: G14
- Journeyman Certification G16
- On call 24 hours/day, 7 days/week
- FLSA Status: Non-Exempt

EVALUATION:

Performance of the position will be evaluated annually by the ~~Buildings, Grounds & Maintenance Supervisor~~
[Maintenance Supervisor](#)

APPROVED: 11/25/1980

REVISED: 07/01/2003, 03/03/2014, 06/01/2015, 08/03/2015, 06/14/2018, 06/05/2023

Kenton County School District
Job Description: Buildings Operations Support
Job Class Number: 7609/8045

TITLE: Buildings Operations Support

QUALIFICATIONS:

1. Meets required physical examination
2. Demonstrates aptitude or competence for assigned responsibilities
3. High School Diploma or G.E.D. Certification or demonstrated progress towards obtaining a G.E.D. as required by Kentucky law

REPORTS TO: ~~Principal~~, Building Operations Supervisor or designee

JOB GOAL: To provide students with a safe, attractive, comfortable, clean, and efficient place in which to learn, play, and develop

PERFORMANCE RESPONSIBILITIES:

1. Keeps all buildings and premises, including sidewalks, driveways, and play areas neat and clean at all times
- ~~2. Regulates heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season and to insure economical usage of fuel, water, and electricity~~
3. Shovels, plows, and/or sand walks, driveways, parking areas, and steps, as appropriate
4. Checks daily to insure that all exit doors are open and all panic bolts are working properly during the hours of building occupancy
5. Sweeps classrooms daily and dusts furniture
6. Cleans corridors after school each day, and during the day when their condition requires it
7. Scrubs, hoses down, and disinfects toilet floors daily, and cleans all sanitary fixtures and drinking fountains daily
8. Washes all windows on both the inside and outside at least twice each year, and more frequently if necessary
9. Keeps the grounds free from ~~rubbish~~ garbage and debris.
10. Performs such yard-keeping chores as grass cutting, tree trimming, and the like, as necessary, to maintain the school grounds in a safe and attractive condition
11. Keeps all floors in a clean and attractive condition and in a good state of preservation
- ~~12. Cleans all chalkboards at least once a week~~
13. Makes such minor building repairs as he is capable of
14. Reports major repairs needed promptly to the principal and Building Operations Supervisor
15. Maintains on a regular schedule all motors and other mechanical equipment requiring scheduled servicing, including HVAC equipment
16. Reports immediately to the principal any damage to school property
17. Remains on the school premises during school hours, and during non-school hours when the use of the building has been authorized and his attendance required by the principal
18. Assumes responsibility for the opening and closing of the building each school day and for determining, before leaving, that all doors and windows are secured, and all lights, except those left on for safety reasons, are turned off
19. Keeps an inventory of supplies, equipment, and fuel on hand, and requisitions such needed replacements from the principal far enough in advance so that they may be delivered in such time as will not hinder the custodian in his duties
20. Conducts an ongoing program of general maintenance, upkeep, and repair

Kenton County School District
Job Description: Buildings Operations Support
Job Class Number: 7609/8045

21. Moves furniture or equipment within buildings are required for various activities and as directed by the principal
22. Complies with local laws and procedures for the storage and disposal of trash, rubbish, and waste
23. 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 pounds
- Carry up to 50 pounds
- Climb ladders up to 20 rungs
- Climb up to 50 steps up/down
- Push/Pull up to 50 pounds
- Prolonged periods of standing

TERMS OF EMPLOYMENT:

- Days per fiscal year: 245 Days
- Salary Schedule: CUST on Classified Position Index / CUSJ if Journeyman Level
- FLSA Status: Non-exempt

EVALUATION:

Performance of this job will be evaluated by ~~an Assistant Superintendent, Executive Director, or designee~~ the Building Operations Supervisor

APPROVED: 11/25/08

REVISED: 7/21/03, 6/21/04, 5/15/06, 10/19/09, 6/1/15, 8/3/15, 6/5/23

Kenton County School District
Job Description: School Plant Manager
Job Class Number: 7432/8060

TITLE: School Plant Manager

QUALIFICATIONS:

1. Demonstrates aptitude and skills in Carpentry, Electricity, Plumbing, Heating, Ventilation and Air Conditioning, Window Glass, Supply Inventory, and Delivery
2. Meets required physical examination
3. Minimum of 5 years' experience in building maintenance
4. HVAC certification preferred
5. Must have completed all necessary OSHA *training* modules in order to meet [performance responsibilities](#)
- ~~6. [performance responsibilities](#)~~
- ~~7.6.~~ Computer literate for proper reporting purposes and maintenance records

REPORTS TO: ~~Buildings, Grounds & Maintenance Supervisor; Principal~~ [Building Operations Supervisor](#)

SUPERVISES: [Building Operations Support employees in that building](#)

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

PERFORMANCE RESPONSIBILITIES:

1. Maintains the district routine and preventative maintenance program for all building systems
2. Supervises the Building Operations Supervisor and Support personnel
3. Assumes responsibility that safety standards are met in all repairs and that all necessary safety inspections are completed as required
4. Assumes responsibility for boilers, chillers, and all other ~~heating~~ [HVAC](#) units making sure that they are in good working condition at all times in the facilities owned and operated by the Board of Education
5. Assumes responsibility 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
6. Assumes responsibility for general roof maintenance for all facilities owned and operated by the Board of Education
7. Recommends supplies and equipment needed for operation of the school plant and ensures that all tools and equipment are in safe working condition
8. Assumes responsibility for inventory and delivery of furniture, educational and custodial supplies
9. Assumes responsibility for inventory for proper operation of kitchen equipment in all facilities owned or operated by the Board of Education
10. Performs such yard-keeping chores as grass cutting, tree trimming, and the like, as necessary, to maintain the school grounds in a safe and attractive condition
11. 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 pounds
- Carry up to 50 pounds
- Climb ladders up to 20 rungs
- Climb up to 50 steps up/down

Kenton County School District
Job Description: School Plant Manager
Job Class Number: 7432/8060

- Push/Pull up to 50 pounds
- Prolonged periods of standing

TERMS OF EMPLOYMENT:

- 245 Days
- On call 24 hours/day, 7 days/week
- Salary Schedule: G15 or G16 (with Journeyman)
- FLSA Status: Non-Exempt

EVALUATION:

Performance of the position will be evaluated annually by ~~the Building, Grounds and Maintenance Supervisor,~~
~~Principal~~ [Building Operations Supervisor](#)

APPROVED: 06/14/2004

REVISED: 09/21/2004, 05/15/2006, 10/19/2009, 06/01/2015, 06/14/2018, 06/01/2020, 06/05/2023

Kenton County School District
Job Description: District Facilities Support Staff
Job Class Number: 8062

TITLE: District Facilities Support Staff

QUALIFICATIONS:

1. Meets required physical examination
2. Demonstrates aptitude or competence for assigned responsibilities

REPORTS TO: Building Operations Supervisor

JOB GOAL: To provide staff with a safe, attractive, comfortable, clean, and efficient place in which to work

PERFORMANCE RESPONSIBILITIES:

1. Keeps the building and premises neat and clean at all times
2. Checks daily to insure that all exit doors are open and all panic hardware are working properly during the hours of building occupancy
3. Sweeps, dusts, and cleans daily
4. Vacuums all carpeted surfaces. Runs carpet shampoo machine ~~annually to all carpets or sooner if~~ as needed
5. Scrubs, strips, and waxes hard floor surfaces as needed
6. Cleans and disinfects all restroom floors, sanitary fixtures, and drinking fountains daily
7. Washes all windows on both the inside and outside at least once each year, and more frequently if necessary
8. Keeps the grounds free from ~~rubbish~~ garbage and debris
9. Routinely sweeps and mops stairwells
10. Reports repairs needed promptly to the Supervisor
11. Reports immediately to the Supervisor any damage to school property
12. Assumes responsibility for the closing of the building each day and for determining, before leaving, that all doors and windows are secured, and all lights, except those left on for safety reasons, are turned off
13. Keeps an inventory of supplies and equipment on hand, and requisitions such needed replacements from the Supervisor far enough in advance so that they may be delivered in such time as will not hinder the custodian in his duties
14. Moves furniture or equipment within the building as required for various activities and as directed by the Supervisor
15. Complies with local laws and procedures for the storage and disposal of trash, ~~rubbish,~~ and waste
16. Performs such other tasks and assumes such other responsibilities as assigned

PHYSICAL DEMANDS:

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

TERMS OF EMPLOYMENT:

- Days per fiscal year: 245 Days

Kenton County School District
Job Description: District Facilities Support Staff
Job Class Number: 8062

- Salary Schedule: CUST on Classified Position Index / CUSJ if Journeyman Level
- FLSA Status: Non-exempt

EVALUATION: Performance of this job will be evaluated by the ~~Assistant Superintendent, Executive Director or designee.~~ [Building Operations Supervisor](#)

APPROVED: 04/05/21, 06/05/2023

[REVISED:](#)

Kenton County School District
Job Description: Building Operations [Shift](#) Supervisor
Job Class Number: 7602, 7606, 7607, 7614

TITLE: Building Operations [Shift](#) Supervisor

QUALIFICATIONS:

1. Meets required physical examination
2. Demonstrates aptitude or competence for assigned responsibilities
3. High School Diploma or G.E.D. Certification or demonstrated progress towards obtaining a G.E.D. as required by Kentucky law

REPORTS TO: ~~Principal, School Plant Manager, (indirectly, Buildings, Grounds & Maintenance Supervisor)~~
[Building Operations Supervisor or Plant Manager](#)

SUPERVISES: Building Operations Support employees in that building

JOB GOAL: To maintain the physical school plant and grounds in a condition of operating excellence so that full educational use of them may be made at all times

PERFORMANCE RESPONSIBILITIES: (The following are in addition to responsibilities as a building custodian.)

1. Helps in the selection, assignment, scheduling, and training of members of the custodial staff
2. Plans and oversees all maintenance and repair work, maintaining a high standard of safety, cleanliness, and efficiency of all buildings
3. Monitors the time records of all custodial employees in the school and certifies them for salary payments
4. Maintains an inventory and recommends purchase of suitable supplies, tools, and equipment
5. Evaluates the performance of the custodial staff on a regular basis
6. Strives constantly to promote the safety, health, and comfort of the students and employees
7. 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 pounds
- Carry up to 50 pounds
- Climb ladders up to 20 rungs
- Climb up to 50 steps up/down
- Push/Pull up to 50 pounds
- Prolonged periods of standing

TERMS OF EMPLOYMENT:

- Days per fiscal year: 245 Days
- Salary Schedule: HCLE (Large Elem), HCME (Med Elem), HCMS (Middle/RR), G8 (Middle JR), G8 (High School), HCHJ (High Sch JR), HCLJ (Elem JR) on Classified Position Index
- FLSA Status: Non-Exempt

EVALUATION:

Performance of this job will be evaluated annually by the ~~principal and the Director of Building, Grounds and Maintenance Supervisor~~ [Building Operations Supervisor](#)

APPROVED: 11/25/1998

Kenton County School District
Job Description: Building Operations [Shift](#) Supervisor
Job Class Number: 7602, 7606, 7607, 7614

REVISED: 7/21/03, 6/21/04, 5/15/06, 10/19/09, 6/1/15, 8/3/15, 06/01/2020, 06/05/2023