



North Lake School District #14

57566 Fort Rock Road, Silver Lake, OR 97638

Phone 541-576-2121 Fax 541-576-2705

Job Title: Maintenance and Custodial Supervisor

Reports To: Superintendent

Classification: Confidential

FLSA Status: Exempt

Bargaining Unit: Non-Represented

JOB SUMMARY

The Maintenance and Custodial Supervisor helps ensure the maintenance and operations of District facilities, ensure the safety and cleanliness of District facilities by overseeing the daily operations of the District's custodial staff and the consistent application of established cleanliness standards, and the consistent application of established District standards and compliance to all applicable codes. The nature of the work requires adherence to policies, collective bargaining agreements, and regulations. The work requires regular independent judgment and coordination of the work of multiple employees. The incumbent exercises supervisory authority for the assigned functions, which may include overseeing staff or contractors engaged in HVAC, plumbing, carpentry, locksmithing, glazing, electrical, mechanics, AV repairs, grounds maintenance, painting, couriers, warehouse operations, and custodial trades. The incumbent interfaces with District leadership, school administration and staff, and outside professionals. The incumbent supervises multiple direct reports within the Maintenance and Custodial Services Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's mission.

Plans, organizes and manages the day-to-day activities and processes of Maintenance and Custodial Services department and its personnel.

Performs periodic inspections of District facilities to monitor crew performance and ensure District-wide consistency.

Provides training and direction to ensure standardization of techniques and best practices.

Responds to maintenance or custodial issues and complaints.

In collaboration with building administrators, evaluates staff performance, including the conduct of employee performance reviews in collaboration with other school and District staff.

Participates in long-range project planning for maintenance projects, including identifying needs, evaluating outside contractors, establishing project timelines, estimating labor and material requirements, ensuring legal and regulatory compliance, and authorizing purchases.

Assists with planning for major capital investment programs, including establishing and monitoring

budgets, gathering required data to make informed and accurate decisions, and forecasting funds needed for staffing, equipment, materials, and supplies.

Ensures the safe, timely and efficient conduct of departmental operations.

Monitors and reviews work progress, including setting and adjusting priorities and resolving scheduling conflicts.

Works closely with the Human Resources Department to screen and interview new employees and undertake disciplinary action as required.

Ensures compliance with applicable policies, legal requirements, ordinances, codes, collective bargaining agreements and regulatory standards.

Assists in developing contracts for work performed by outside contractors.

Inspects completed work, ensuring completeness and compliance with work orders and applicable codes; approves disbursements.

Provides technical expertise and assistance in assigned areas.

Investigates problems, complaints and safety hazards, recommends appropriate solutions and ensures timely resolution.

Responds to immediate safety and operational concerns and takes prompt appropriate action to resolve them.

Offers expertise in facilities maintenance or custodial matters to District committees, and public meetings.

Assists with developing systems and records that provide for the proper evaluation, control, and documentation of assigned operations.

Develops budgets and cost estimates.

Plans, coordinates and develops required training for staff.

Performs various administrative support duties, including maintaining records and preparing and maintaining documentation, reports and maintenance plans and schedules.

Provides technical and functional supervision to contractors, architects and engineers.

Maintains effective working relationships with other members of the Department as well as other school personnel and community members, including those from diverse cultures or backgrounds or those who speak limited or no English.

Complies with all procedures outlined in the North Lake Staff Handbook and School District Policies and Procedures.

SUPERVISORY RESPONSIBILITIES

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must possess a High School Diploma or GED equivalent.

Must possess three years progressive management or supervisory experience in relevant field.
Preference given to candidates who possess a Bachelor’s Degree or any combination of Associate Degree, licenses or certifications relevant to job functions
Must possess excellent written and oral communications skills.
Must have the ability to read and interpret documents, contracts, plans drawings and blueprints.
Must have basic computer skills related to common office tasks such as emails, internet searches and using Microsoft Office Apps.
Must possess a valid Oregon driver’s license.

WORK CONDITIONS

The Maintenance and Custodial Supervisor works both indoors and outdoors. The work environment will frequently include moderate to loud noise. The incumbent will be regularly exposed to odors, fumes, dirt and dust. Other potential hazards include but are not limited to communicable diseases, sharp objects, electrical and/or motorized equipment and slippery surfaces. The incumbent must be able to stand, walk, sit, push, pull, bend, stoop, kneel, reach, write, speak and hear. Occasional lifting, carrying, pushing and pulling of up to 100 pounds may be required. The incumbent may also be required to inspect confined spaces. The work requires the ability to drive between various sites within and outside the District. Occasional attendance at meetings or activities outside of normal working hours is required, as are mandatory training and educational events sponsored by the District.

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment The school district may add to, modify, or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Prepared By: Administration

Prepared Date: January 2024

I have read and understand this job description. My signature acknowledges that I am capable of performing the essential functions of this position with or without reasonable accommodations.

Employee

Date