



OAK HILL UNION LOCAL SCHOOLS BOARD OF EDUCATION MAINTENANCE/GROUNDS SUPERVISOR JOB DESCRIPTION

Position:	Maintenance/Grounds Supervisor
Department:	Buildings and Grounds
Building/Facility:	District
Reports to:	Superintendent
Employment Status:	Regular/Full-time (260 days – 8 Hours, ½ Hour Lunch Unpaid)
FLSA Status:	Exempt
Qualifications:	<p>BS/B.A degree and a minimum of five (5) years of supervisory and/or management experience in Facilities Management</p> <p>Valid Driver's License</p> <p>High school diploma or higher education</p> <p>Industrial Electrician Training/Certification</p> <p>Five (5) years of experience Plant Maintenance</p> <p>Experience – Supervision of Personnel and Operation of Maintenance Equipment</p> <p>Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable</p>
General Description:	Responsible for the overall physical operations of the district. Areas such as HVAC, plumbing, electrical, mechanical, electronic controls, and custodial supervision all fall under the direct responsibility of the Maintenance Supervisor. Plans, organizes, directs, and coordinates overall facilities management activities, including maintenance, remodeling, and repair and physical operation of organization facilities and grounds. Directs facility management services including building facility operating systems maintenance, repair and improvement, custodial services, and security operations. Duration of contract is 260 days annually with on-call provisions in case of emergency.
Role Model:	To serve as a role model for students in how to conduct themselves as citizens and responsible intelligent human beings and the legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values
Essential Functions:	<ul style="list-style-type: none">• Completing work orders quickly and effectively• The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district
Essential Skills Required:	<ul style="list-style-type: none">• Plumbing – plastic, copper, iron• Mechanical• Electrical – 110, 220, 277 lighting and 440 three-phase• Computer – monitoring & applications• Leadership

- Supervisory
- Communication skills
- Plant repairs and preventative maintenance
- Electronic controls

Personal Characteristics – Must be able to:

- Be a self-directed worker
- Be creative – problem solver
- Operate under pressure
- Utilize common sense/reasoning
- Supervise a variety of workers in a variety of tasks
- Display an even temperament
- Be flexible and responsive to job needs
- Be a loyal, reliable, responsible employee
- Seek to improve the school by improved services and better performance
- Interact in a positive manner with staff, students, and parents
- Promote good public relations by personal appearance, attitude, and conversation
- Good health, high moral character – general knowledge regarding maintenance work of school buildings, facilities, and grounds

Professional Skills – Must be able to:

- Review and evaluate operating procedures and personnel practices and establishes procedures, practice, and priorities in keeping with effective operations at cost factor
- Coordinates building and maintenance activities to obtain optimum production and utilization of personnel and equipment
- Manages maintenance and custodial staff
- Demonstrate job essential writing, speaking, listening skills
- Implement an organized pattern of maintenance operations
- Demonstrate the ability to multi-task
- Develop and maintain an inventory system
- Develop and/or maintain maintenance tracking system
- Identify needed supplies and services
- Demonstrate ability to prioritize tasks
- Demonstrate ability to work with the public
- Represent the district in a positive manner
- Demonstrate appropriate physical and cognitive capabilities
- Develop expertise in various maintenance products
- Function in a team environment
- Requisition and maintain an inventory of supplies and equipment necessary for maintaining and operating all facilities and grounds
- Basic computer skills

Related Job Functions:

District Wide:

- Daily
 - Visit kitchens to ensure all equipment is in working order
 - Discuss needed building repairs with administrators
 - Blow down and add chemicals to boilers as needed
 - Provide supplies needed by day and evening custodians
 - Schedule substitutes for absent building custodians
- Monthly
 - Deliver food commodities to kitchens
 - Check and repair Playground/Athletic Equipment

- Seasonal
 - Schedule work of building custodians
 - Monitor food freezer, cooler temperatures
 - Assist administrators in evaluating custodial staff
 - Monitor and respond to computer generated work orders
- Ongoing
 - Perform plumbing, electrical and mechanical repairs
 - Supervise grounds and exterior building maintenance
 - Order, store, distribute cleaning supplies
 - Follow district procedures for all purchases
 - Schedule commercial equipment repairs
 - Perform maintenance checks of operating systems
 - Implement a preventative maintenance schedule
 - Perform repairs as needed to all district equipment
 - Secure outside commercial repair when appropriate

District Wide Specific Tasks:

HVAC System to be maintained as described in the operation manual according to the Maintenance plan for Oak Hill Union Local School District

Boiler Room – Daily – Operating Season Only

- Check boilers to insure normal operations
- Check water level of boilers
- Conduct bottom blow down of each boiler
- Check operation of low water fuel shut off controls
- Check water softener operation and salt levels
- Log in boiler findings
- Check overall system for leaks
- Blow down tri-cock– extinguish flame
- Reset system – bring online again

Weekly – Operating Season

- Sample make up water – follow kit instructions
- Add chemicals to water as needed

Monthly – Operating Season

- Blow down safety valves

Operating System – As Needed

- Review heat settings utilizing computer – outside temps
- Order chemicals as needed

Beginning of Heating Season – Fall

- Replace hand-hole and man-hole gaskets as needed
- Close fire and water sides
- Fill boilers with water and chemicals
- Bring boilers up to specified pressure – check top emergency valves
- Bring boilers online – check operations
- Service other boiler room equipment, air compressors, make up pumps, water softener equipment

End of heating Season – Spring

- Open water & fire sides for cleaning and inspection
- Schedule inspection with state boiler inspector and insurance representative

Building wide – General Responsibilities

- Seasonal
 - Oil fan motors on heatilator units
 - Service window air conditioners
 - Kitchen equipment
 - Update computerized heating system
 - Inspect and repair playground equipment

Athletic Facilities:

Track Field House/Baseball/Concession/Restrooms

- Seasonal
 - Assemble, disassemble water heater
 - Drain and winterize all lines
 - Connect, disconnect electric to water heater
 - Restrooms winterized or readied for service
 - Maintain lighting system for evening walkers
 - Repair as needed, electric, plumbing, mechanical

Old Field House/New Field House – Football Field

- Seasonal
 - Engage electrical heaters to prevent freezing
 - Drain and winterize all outside plumbing
 - Monitor regularly to maintain heat levels
 - Repair as needed, electric, plumbing, mechanical

Athletic Fields

- Ongoing
 - Maintain fences, water lines, electrical sources
 - Secure with pad locks as needed

Bus Garage:

Garage Building

- Seasonal
 - Maintain furnace
- Ongoing
 - Repair as needed, electric, plumbing, mechanical

Maintenance Building

- Seasonal
 - Adjust heater set points
 - Service through-the-wall unit
 - Maintain compressors
 - Repair as needed, electrical, plumbing, mechanical

Kitchen

- Daily
 - Repair as needed electrical, plumbing, mechanical
- Seasonal
 - Monitor freezer and cooler temperatures

HVAC – Heating

- Daily
 - Check computerized controls
 - Check domestic water boilers
- Monthly
 - Check pre-filters

- Ongoing
 - Check belt tensions
 - Clean Fans
 - Maintain computerized settings
 - Maintain hot water system
 - Check systems for warning indicators
 - Replace filters as needed
- Annually
 - Service electric: circulating, outside air vent
- Twice Annually
 - Service energy wheel system

HVAC – Cooling Units

- Weekly
 - Check sight glass for refrigerant control
 - Observe bubbles in freon glass
 - Check computer bank
 - Check for debris and obstructions
- Monthly
 - Clean coils as needed
 - Check fan clearance, cleanliness
- Seasonal – Maintain chill water system
- Seasonal – Review computer readouts
- Seasonal – Lubricate system
- Seasonal – Change filters
- Ongoing – Keep mechanical room clean
- Ongoing – Check operations of all air handlers

HVAC – Heating boilers

- Seasonal
 - Perform daily check of water levels
 - Perform daily check for leaks
 - Monitor computerized operations
- Ongoing
 - Monitor for odors of natural gas leaks
- Annually
 - Open and clean according to maintenance manual
- Every 3 Years
 - Required Inspection – State Boiler Inspector

HVAC – Heaters – Main & Gym Entrances

- Seasonal – Monthly
 - Check air filters and pans
- Annually
 - Check fan, wheel, housing & fins

HVAC – Hydronic Units – air handlers & mechanical rooms

- Ongoing
 - Lubricate fan motor bearings
- Every 6 months
 - Clean, lubricate, check electrical connection

HVAC – VAV Boxes

- Ongoing
 - Maintain actuator & controller

HVAC – Air Handlers

- Ongoing
Log maintenance on all units
Service according to manual schedule

EXHAUST FANS – Roof Mounted

- Ongoing
Check fan motors & bearings
Lubricate as needed
Maintain belt tensions

Emergency Generator

- Weekly
Check oil, water, electrical system
Maintain operation log
Operate generator system
Check operations of all 3 phases
- As Needed
Service air filter, oil filter, antifreeze, lubricate
- Ongoing
Perform maintenance on generator engine

District-Wide Supervisory Responsibilities

Custodians/Groundskeeper:

- Schedule seasonal work
- Schedule/Coordinate vacations
- Assist in administrative evaluations of custodial staff
- Schedule substitutes
- Supervise quality of work performance
- Train new employees
- Schedule in-service training as needed
- Anticipate district needs for special situations
- Supervise day and evening custodial staff
- Be on duty at all home varsity football and on call for all basketball games
- Schedule cleaning for after all football games
- Be responsible for preparing for activities such as prom, baccalaureate, graduation, etc
- Respond to emergency situations or repairs in evening that require his/her attention
- Respond to all breaking and entering of buildings; notify building principal and superintendent

Additional Working Conditions:

- Excessive standing, i.e., mowing
- Walking in excess of 2-3 miles per day, i.e., mowing, making deliveries
- Lifting to approximately 100 pounds, i.e., furniture, file cabinets
- Carrying up to approximately 100 pounds, i.e., equipment, supplies
- Pushing up to approximately 100 pounds, i.e., lawn mower, snow shovel with snow
- Pulling up to approximately 100 pounds, i.e., equipment, tables
- Stooping, kneeling, and crouching
- Some repetitive hand movements, i.e., using hand tools
- Climbing ladder and stairs
- Ability to distinguish colors, i.e., wiring codes
- Excessive noise, i.e., lawn mower, vacuum sweeper
- Occasional exposure to blood, bodily fluids, and tissue
- Occasional interaction among unruly children

- Occasional working under inclement weather conditions including operation of truck, van, snow removal equipment

**Oak Hill Union Local
Board of Education
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This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the employee. The employee will be required to follow the instructions and perform the duties required by the employee's supervisor, appointing authority.

Superintendent

Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware the requirements of my position. I further certify that I have reviewed most current copy of the Oak Hill Union Local Board of Education Personnel Policy Manual.

Signature

Date