

Job Title: **Assistant Facilities Manager-Elementary**Department: **Facilities Services**Supervisor: **Custodial Coordinator/Principal**Lane Placement: **ESP-6**Schedule: **8 hrs / 245 days** Evaluation Group: **JCES 2**FLSA Classification: **Non - Exempt**

## **JOB DESCRIPTION**

Under the supervision of the Custodial Coordinator and school Principal, the **Assistant Facilities Manager** is responsible for cleaning and maintenance services in a District elementary school. Incumbent directs and assigns the responsibilities of a small custodial staff in cleaning and maintaining the building and surrounding grounds. Incumbent coordinates the use of the building for extra activities, and insures the safety, comfort and security of the building. Incumbent is responsible to train all custodial staff and follow up to ensure that district standards are being maintained.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

## **ESSENTIAL FUNCTIONS**

- Performs and supervises general cleaning tasks for a building approximately from 55,000 to 95,000 square feet. (e.g. cleaning bathrooms, vacuuming, washing counters, cleaning mirrors and other surfaces).
- Inspects all cleaning routes to insure cleaning tasks are being completed to district standards.
- Maintain grounds, of approximately 3-15 acres, by cutting, weeding, sweeping, pruning, maintaining fence lines, snow removal and watering. Check sprinkler function and repair as needed.
- Solves a variety of problems within the building (e.g. various broken valves, faucets, plugged drains, broken floor tiles and equipment malfunction).
- Address and solve all problems on the surrounding grounds (e.g. sprinklers, parking lots, grass fields, flower beds).
- Supervises and performs minor to moderate repair of building equipment (e.g. maintenance of heater and fan units, windows, repairing playground equipment, repairing furniture, door closures, light switches, electrical panels and ballasts).
- Breaks down and reassembles boilers for inspection. Changes belts on fan units and repairs minor lighting and thermostat problems.
- Maintain all Custodial Preventive Maintenance logs (e.g. auto scrubber, propane buffer, generator, chemicals, snow & ice, water softener, water treatment and equipment).
- Performs major summer cleaning of the building (e.g. washing walls, furniture and other building furnishings, hard surfaces, floors, carpets and ceilings).
- Orders custodial supplies and maintains a prudent inventory.
- Submits work orders to Maintenance Services for major or special repairs, call if needed.
- Maintains necessary custodial and sweeper records for payroll, work orders, purchase request and work schedules.
- Insures that building is secure with locked doors and security systems in operation.
- Monitors the safety of building and grounds (e.g. slippery floors, sharp or broken objects or hazards of any kind).
- Incumbent is on-call for building security or emergencies 24 hours a day.
- Supervises a small custodial staff of sweepers and summer helpers who assist in various custodial duties. Schedule shifts, vacations and coordinates to solve personnel problems.
- Train all custodial staff on district work procedures, rules, and policies.
- Responsible to train Senior Sweeper and sweeper staff in all areas of cleaning and maintenance of building and grounds.
- Coordinates the use of the building for special activities (e.g. community school, plays, musical and sporting events and PTA meetings).

- Required to attend all scheduled trainings and departmental meetings.
- Perform and enforce IPM and follow all state laws.
- Predictable and reliable attendance.

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

### **NON-ESSENTIAL FUNCTIONS**

- Other duties as assigned.
- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
  - To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
  - The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
  - Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

### **QUALIFICATION REQUIREMENTS**

- Incumbent must be fingerprinted and clear a criminal backgrounds check.
- High school diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be required.
- Must demonstrate basic competence in reading, writing, and math.
- Requires a minimum of 12 months as a Lead Custodian or equivalent where supervisory skills have been demonstrated.
- Requires an additional 6 months of custodial experience in a school.
- Ability to utilize computers that run equipment.
- Requires ability to problem solve and initiate activities within established guidelines (e.g. ordering supplies, determining how best to make minor repairs).
- Requires mechanical aptitude in plumbing, electrical, general repair and mechanical repairs (e.g. scrubbers, buffers, vacuums, drills and weed eaters).
- Requires ability to service, clean and store cleaning and maintenance equipment.
- Requires knowledge of safety procedures (e.g. MSDS, blood borne pathogens, health codes, risk management, IPM).
- Requires ability to recognize safety hazards that need attention.
- Requires ability to organize and direct the activities of a small custodial staff. Plans and assigns work responsibilities and cleaning routes.

**NOTE:** The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

### **Machines, Tools & Equipment Used:**

- A variety of cleaning and repair equipment (e.g. wrenches, drills, snow blowers, floor scrubbers, buffers, vacuums, club cars and small snow plows).
- Grounds keep equipment (e.g. mower and weed eaters).
- Building operation equipment (e.g. boilers heating and cooling systems).
- General maintenance tools.

**PHYSICAL REQUIREMENTS--Not limited to the following:**

- Requires the ability to lift a minimum of seventy-five (75) pounds.
- This position involves physical effort (e.g. bending, lifting and shoveling).
- This position involves repairing and using equipment that requires alertness and care to avoid injury (e.g. boilers, incinerators and fans).
- Works with cleaning solvents.
- Requires working outside in all kinds of weather conditions.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

***Note: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.***

All employees are required to participate in the District evaluation process.

It is the employee's responsibility to review and adhere to all district policies and procedures.

This information may be reviewed at [www.canyonsdistrict.org](http://www.canyonsdistrict.org)

ADA \_\_\_\_\_

HR \_\_\_\_\_

Effective date: \_\_\_\_\_ 6/9/2020