

**COMMUNITY CONSOLIDATED SCHOOL DISTRICT #180
BURR RIDGE, ILLINOIS**

JOB DESCRIPTION

Position Title: **Building Maintenance Supervisor**

Qualifications: Ability to read basic operating instructions and writes reports.

Demonstrated aptitude for the successful completion of tasks.

Demonstrated knowledge and expertise in the basic techniques of electrical repair and maintenance, carpentry, and grounds maintenance.

Experience with school custodial services or the equivalent in custodial service in other institutions and/or firms.

Certificate of good health signed by a licensed physician.

Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

Reports To: Director of Building and Grounds

Job Goal: To maintain the physical school facilities in a condition of operating excellence, cleanliness, and safety, so that full educational use of them may be made at all times.

To supervise and lead a crew of custodial/maintenance personnel whose major responsibility is to provide students with a safe, attractive, comfortable, clean, and efficient building in which to learn, play, and develop.

Brief Description of Position: The Director of Building and Grounds supervises, directs, and participates in the performance of all custodial and maintenance activities with personnel in the district. He/She must be knowledgeable in the areas of plumbing, heating, air conditioning, electrical maintenance, carpentry, and general maintenance. In addition, he/she also has a major responsibility for the upkeep of the school grounds.

Activities:

- Cleans and maintains all boilers and other major equipment.
- Supervises and participates in necessary painting and general repairs to plumbing, electrical, carpentry, windows, and general mechanical areas.
- Assists general mechanics in remodeling and renovation work.
- Supervises and maintains the school grounds.
- Assists in snow removal.
- Supervises and participates in the general cleaning and maintenance of the school buildings.
- Orders and receives supplies and equipment, and maintains necessary inventories.
- Assumes responsibility for the general security of the buildings.
- Assumes responsibility for the general fire safety of the buildings.
- Performs emergency repair services as necessary.
- Conducts an ongoing program of general maintenance, upkeep, and repair.
- Responsible for the setting up and tearing down of equipment during special events; i.e., graduation, conferences, concerts, etc.
- Will be available to fire and police departments on a 24-hour call basis when building or ground alarms sound.

Maintenance:

- Examines buildings on a regular basis for needed repairs, maintenance, and cleanliness.
- Checks buildings on weekends and holidays.
- Establishes and recommends, in cooperation with building administrators, priorities on repair projects and estimates the cost of these projects.
- Plans and oversees all maintenance and repair work and develops an efficient system for dealing with emergency repair problems.
- Performs maintenance as required.
- Orders materials as needed, and makes recommendations of supplies and equipment for purchase.
- Consults with building principals regarding the establishment of a regular preventative maintenance program.

Other:

- Cleans and maintains all boilers and other major equipment.
- Is responsible for regulating heating, ventilating and air conditioning systems to provide temperatures appropriate to the season and to ensure economical usage of fuel, water, and electricity.
- Supervises and maintains the school grounds.
- Performs grounds maintenance as required.
- Supervises and assists in snow removal.
- Assumes appropriate responsibility for general security of the buildings.
- Performs all other assignments and responsibilities as directed.

Terms of Employment: Twelve months a year. Salary and work year to be established by the Board of Education.

Evaluation: Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation.