

**Geyserville Unified School District  
Supervisor of Maintenance and Facilities**

The goal of Geyserville Unified School District is to provide the leadership needed to ensure that systems and operations run as smoothly as possible enabling staff and students to go about exemplary teaching and learning. An additional intention is to build upon the strengths of those staff members and utilize their skills and talents to assist with this goal.

**Position Overview/Definition**

Under the general supervision of the Superintendent and the coordination of site administrators, the Supervisor of Maintenance and Facilities performs cleaning, custodial, emergency maintenance, plumbing and routine repair work to facilities and grounds throughout the District as required. They will also maintain records, complete reports, maintain compliance as related to requirements of multiple government agencies, and supervise site custodial staff during summer, winter and spring breaks.

**Essential Functions, General Duties and Responsibilities**

Essential functions include:

1. Knowledge and ability to perform electrical, carpentry, plumbing and mechanical repairs
2. Safe and skillful use and maintenance of equipment and hand tools
3. Perform minor gardening and custodial work as needed or directed
4. Lift and/or carry up to 75 lbs. of weight
5. Ability to drive a District owned vehicle, including maintaining a valid California Driver's License, clear driving record, and vehicle insurance
6. Effectively read, write and carry out verbal and written directions
7. Use of office equipment, like computer, telephone, copier, etc.
8. Project a positive image of the District to the public and community
9. Establish and maintain cooperative working relationships with those contacted in the course of work, relate positively to students and staff, and to project to the school community a positive image of the District
10. Maintain confidentiality of school related information.

General duties and responsibilities may include, but are not limited to, the following:

1. Assists the Manager of Business Services and the Superintendent in the regular inspection and maintenance of buildings to which assigned, which includes, but is not limited to, the following:
  - Performing emergency maintenance tasks
  - Performing minor repairs and other adjustments to building fixtures and equipment
  - Annual completion of the Facilities Inspection Tool (FIT)
  - Reporting needed major repairs on regular basis
2. Efficiently and effectively organizes, plans for and maintains regular, annually based schedules and checklists of routine tasks, safety checks, projects, meetings, training on safety, procedures and equipment, inventory, reporting requirements and keeps supervisor updated on the items on this schedule.
3. Develops comprehensive programs for safety and preventative maintenance of the following:
  - Location and use of equipment, materials and supplies
  - Use of all power equipment, including securing maintenance and service as needed
  - Documentation of fire safety inspections and fire equipment maintenance, including resolution of negative inspection findings
  - Records, protocols and training related to Material Safety Data Sheets (MSDS)
  - Safe conditions of school sites and any other district property, especially as related to OSHA regulations and reporting
4. Reports needed major repair work to the Superintendent on a regular basis
5. Maintains grounds and exterior of buildings as required
6. Maintains, repairs, replaces systems and equipment related to water and gas supplies to buildings and property, including but not limited to: pipes, lines, sprinklers and system connections.
7. Completes all regularly required testing and reporting of wells, water systems and any other system reporting required by local, state or federal agencies.
8. Cleans gymnasium daily, including cleaning and sanitizing of restrooms and mopping floors.
9. Periodically scrubs and waxes floors, cleans carpets, dusts and polishes furniture and fixtures, cleans windows, restores blackboards, other periodic major cleaning of facilities and any special custodial work requested by any supervisory personnel.
10. Oversees the general custodial activities and tasks, including but not limited to: daily cleaning of classrooms and offices, daily cleaning and maintaining areas used for cafeteria activities, necessary dusting, sweeping, vacuuming, mopping, emptying wastebaskets, cleaning blackboards, orderly arrangement of desks, cleaning and sanitizing of restrooms.
11. Organizes, maintains, creates purchase orders for and orders custodial supplies, maintenance supplies and equipment related to maintenance using a reliable and comprehensive inventory control system

12. Completes tasks related to opening the building for regular school activity, non-regular district approved activity and various community activities and programs, including but not limited to: opening classrooms and offices, raising flags each morning, lowering flags before sunset each day, locking classrooms, offices and all other doors and any other functions necessary to secure buildings for which he/she is responsible
13. Replaces light bulbs, adjusts shades and windows, adjusts and moves desks and other furniture, sets up rooms for special occasions and later restores them to their original order, as the need might arise or as directed.
14. Assists the food service program as requested, including but not limited to: transporting meals and food service equipment, cleaning kitchen floors, unloading, loading and assisting with the storage of food and other supplies or equipment from trucks as directed.
15. Assists in the scheduling of and performs through cleaning of facilities in vacation periods and participates in major summer and extended vacation operational and maintenance programs.
16. Assists in the planning, coordination and monitoring of construction and renovation when necessary and appropriate.
17. Assists in getting cost estimated and bids when necessary and appropriate as per state regulations. Monitors regulations of contractors with the Department of the State Architect (DSA) for projects \$1,000 or over. Registers contractors with the Department of Industrial Relations (DIR) for projects over \$15,000.
18. Performs other related duties as assigned.

### **Qualifications and Standards of Knowledge and Ability**

#### **Knowledge of:**

1. Basic, general building maintenance, grounds keeping practices, inventory, ordering and scheduling practices.
2. Modern methods of cleaning and preserving floors, walls and other elements of district buildings and facilities, and the safe and effective use and care of cleaning materials, disinfectants, tools and equipment used in custodial work.
3. Requirements for maintaining school buildings in a safe, clean and orderly condition, including, but not limited to: painting, minor repairs and emergency maintenance work, tools required for these purposes and their proper use.
4. Organizational skills required to be accountable and understand budget obligations.

#### **Ability to:**

1. Follow instructions and demonstrate initiative.

2. Work a flexible schedule; adjust to changes in scheduling and to accommodate the needs of specific projects and/or emergency situations.
3. Direct and supervise the work of others, as well as demonstrate a willingness to work without immediate supervision while organizing tasks in a way that reduces waste of time, resources, funds and supplies
4. Safely, skillfully and efficiently perform physical labor, including, but not limited to: lifting heavy and odd-shaped objects, moving furniture and equipment, using cleaning materials and equipment, loading and unloading trucks, climbing ladders and scaffolds, movement of loose material with hand tools, such as shovels and rakes, climbing ladders and scaffolds.
5. Safely and efficiently use and operate various mechanical tools, electric tools, maintenance and construction machinery, including forklifts, to perform minor repairs and adjustments.
6. Use computer and office equipment as needed in maintenance, analysis and reporting of data

### **Education Required**

High school diploma or equivalent

### **Credentials / Training Required**

None required

### **Experience Required**

At least two years of experience in custodial and/or maintenance work, preferably in schools

### **Additional Requirements and/or Desirable Qualifications**

#### **Additional Requirements:**

None required

#### **Desirable Qualifications:**

1. Ability to communicate in Spanish
2. State of California Drinking Water Operation Certification
3. Additional training in the building or maintenance trades, especially certification of training and skills or a degree related to these trades

### **Other Requirements:**

**Fingerprinting:** In accordance with AB 1610 & 1612, Chapter 452 & 840, all district employees must complete a fingerprint background clearance through the California Department of Justice prior to beginning work.

**TB Test:** Before being employed and beginning work for this District, you will be required to file evidence of having a tuberculosis examination (Intra-dermal skin test) with a negative result. Medically verified positive skin test results require a chest x-ray. You will be responsible for the cost of this test.

**Authorization to work:** As required by the Immigration Reform and Control Act of 1986, all persons who are offered employment must provide the District with documents that establish their identity and employment eligibility.

**Post Offer/ Pre-Employment Assessment (P.O.P.P.):** Employment in positions of custodial work, food services, and bus driving require applicants to take and successfully pass a Post Offer/ Pre-Employment physical with a medical office appointed by the District. The District will pay the cost of the P.O.P.P. test for eligible candidates.

### **Working Conditions**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires **45% sitting, 25% walking, and 30% standing**. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

### **Reports To**

Manager of Business Services and/or Superintendent

*The Geyserville Unified School District is an Equal Opportunity Employer and as such does not discriminate on the basis of race, color, sex, age, religion, national origin, ancestry, disability, veteran status, marital status, or any other status protected by law.*