**Job Description**

**Ground Maintenance Supervisor**

Reports to: Principal/ Assistant Principals

**Job Description:**

The Ground Maintenance Supervisor will be responsible for the maintenance, security, and physical condition of the school campus. The Supervisor will be responsible for implementing industry best practices and improving the operations of the Department and will ensure the successful stewardship of the physical assets of the campus to improve the enjoyment of our buildings and campus by our faculty, staff, and students.

A critical aspect of this role will be the training, supervision, and mentoring of maintenance, custodial, and/or grounds crew, and the ability to foster a spirit of teamwork, cooperation, and collaboration amongst all members of the Facilities Department. This position requires a flexible work schedule to be able to properly supervise both a day and evening crew, and requires a certain amount of weekend work, upon approval.

**Job Responsibilities:**

* Supervise the school's maintenance, grounds and/or cleaning staff. These duties include coordination of staff's: professional growth, accountability, scheduling and teamwork.
* Coordinate contractors and vendors supplying construction, maintenance, grounds and cleaning services.
* Supervise the night cleaning crew at the Griffin campus K-8
* Supervise the custodian and both school sites
* Creating custodians schedules
* Have bi weekly meetings with the custodians
* Inspect school facilities for the purpose of ensuring that the facilities are suitable for safe operations, and maintained in an attractive and clean condition.
* Solicit and analyze proposals from contractors and sub-contractors to perform various Physical Plant Repairs and Special Maintenance (PPRSM).
* Coordinate the purchasing of Furniture and Equipment related to the operation of the school.
* Determine the type, amount and proper delivery of maintenance, grounds and cleaning materials to support the department in efficient delivery of its duties.
* Estimate the time and materials costs of proposed projects for the purpose of informing budgeting, planning and accountability of actual project costs.
* Planning, scheduling and overseeing routine preventative maintenance tasks on roofs, HVAC, and water equipment.
* Coordinate and/or lead staff training to improve work quality, ensure safety, or ensure compliance with state/federal regulations.
* Coordinate appropriate facilities set-up, arrangement and technical equipment for a variety of activities (special events, guest speakers, pep rallies, athletic events).
* Track and communicate status of project requests to requestors and other interested parties to ensure timely feedback and accountability.
* Performs other duties as assigned and deemed necessary by Executive Director and/or Admin.
* Follow all guidelines stated in the employee handbook.

**Qualifications:**

* 5 years of related experience supervising grounds, construction, facility operations and/or maintenance staff. Related experience can entail construction, plant engineer, or facility management.
* Proven personnel and contractor management experience with aptitude to judge quality of performance in all major technical trades and personal experience in at least one technical trade (carpentry, landscaping, mechanical, electrical, structural).
* Excellent facilitator with the ability to motivate, direct, and train people and collaborate and interact with others effectively and productively.
* Basic knowledge of building codes and construction and architecture terminology.
* Working knowledge and familiarity with computer systems and software programs such as Microsoft word, Excel, and e-mail.
* Hands-on knowledge and experience in the safe operation of a variety of tools, machinery, and power equipment used in performing essential functions.
* Effective communicator in English, both orally and in writing, including the ability to interact/communicate with all types of members of the community including teachers, administrators, trustees, parents and students. Bilingual skills (English/Spanish) are preferred.
* Ability to adapt behavior to function effectively in a school environment, including those specific to the traditions of the school.
* Ability to prioritize and perform multiple tasks, to read, analyze, and interpret general business documents, invoices, forms, and governmental regulations.
* Ability to walk, stand, maintain balance, climb ladders, crouch, lift, carry, push, or pull up to 50 lbs, bend, stoop, and reach above shoulder level.
* Ability to withstand indoor and outdoor environmental conditions including dirt, dust, pollen odors, sun, wetness, rain, fumes, temperatures, noise, or machinery vibrations.
* This is an exempt, supervisory position with responsibilities which may arise outside of normal business hours due to campus facilities emergencies. The Facilities Manager is expected to attend to these emergencies and coordinate correction.
* strong working knowledge of building maintenance, exceptional attention to detail, the ability to manage complex building maintenance and renewal projects, and a proven track record in the field.
* TB Test clearance & Department of Justice finger printing clearance – upon hire

**Evaluation**

* The Ground Maintenance Supervisor will be evaluated by their direct supervisor. Criteria for the evaluation will be developed by the Personnel Committee based on a concept of ideal fulfillment of the roles and functions of the position.