



Job Title: **Assistant Facilities Manager High School**

Department: **Facilities Services**

Supervisor: **Custodial/Grounds Coordinator**

Lane Placement: **ESP Lane 10**

Schedule: **8 hrs. / 245 days** Evaluation Group: **JCES 2**

FLSA Classification: **Non - Exempt**

## **JOB DESCRIPTION**

Under the supervision of the Custodial/Grounds Coordinator, the **Assistant Facilities Manager** performs and is responsible for cleaning and maintenance services for District Facilities. Directs the activities of a large custodial staff in cleaning and maintaining District Facilities and surrounding grounds (e.g. sports fields, gymnasium, and annexes). Coordinates the use of the buildings and grounds for extra activities. Ensures the safety, comfort, and security of the building.

## **ESSENTIAL FUNCTIONS**

- Performs and supervises custodial staff for general cleaning tasks for assigned facility (cleaning bathrooms, floors, walls, ceilings, counters, windows, etc.).
- Maintains and supervises the upkeep of grounds and property (mowing, weeding, sweeping, pruning, maintenance of fence lines, snow removal, watering, etc.).
- Maintains, repairs, and supervises repairs of building, fixtures, and equipment (valves, faucets, drains, flooring, equipment, heater and fan units, windows, playground equipment, furniture, door closures, light switches, electrical panels, ballasts, etc.).
- Maintains all custodial preventive maintenance logs (auto scrubber, propane buffer, generator, chemicals, snow & ice, water softener, water treatment, HVAC equipment, etc.).
- Performs major summer cleaning of the buildings (washing walls, furniture, furnishings, hard surfaces, floors, carpets, ceilings, etc.).
- Manages allocated custodial budgets.
- Orders and maintains custodial inventory.
- Submits work orders to facilities services.
- Maintains custodial and sweeper records for payroll, work orders, purchase requests, and work schedules.
- Ensures that buildings are secure with locked doors and security systems in operation.
- Monitors the safety of buildings and grounds (slippery floors, sharp or broken objects, hazards, etc.).
- Supports and implements district initiatives (energy conservation, water management, recycling, etc.).
- On-call for building emergencies 24/7.
- Schedules shifts, vacations, and time off of custodial staff.
- Assists to resolve personnel problems.
- Trains and supervises night lead and sweepers in all areas of cleaning and maintenance of building and grounds.
- Coordinates the use of the buildings for special activities (e.g. plays, musicals, sporting events, PTA meetings, community events, professional developments, etc.).
- Attends scheduled trainings and department meetings.
- 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.

**NOTE: The coordination, scheduling, cleaning and maintenance of district facilities and grounds is not limited to one location. This could include multiple buildings at multiple locations throughout the district.**

### **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**

- 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 24 months of school district or similar custodial experience.
- Requires 12 months of custodial supervisory experience.
- Requires computer literacy to manage supervisory functions and systems (operating systems, works orders, budgets, documentation, time sheets, etc.).
- Requires mechanical aptitude in plumbing, electrical, general repair and mechanical repairs (scrubbers, buffers, vacuums, drills, mowers, weed eaters, etc.).
- Requires knowledge of safety procedures (SDS, blood borne pathogens, health codes, risk management, etc.).
- Requires the ability to handle stressful situations with many interruptions.
- Must have excellent communication and organizational skills.
- Minimum of an associate's degree in management or related field required for higher placement.

**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 (wrenches, drills, floor scrubbers, buffers, vacuums, etc.).
- Grounds equipment (mowers, weed eaters, snow blowers, small snow plows, etc.).
- Building operation equipment (boilers, heating and cooling systems, generators, etc.).
- General maintenance tools.

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

- Requires the ability to lift a minimum of fifty (50) pounds.
- Work requires physical exertion (bending, lifting, shoveling, climbing ladders, working in high places and/or awkward positions, etc.).
- Works with cleaning solvents and other chemicals.
- 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 \_\_\_\_\_