

4. Develops work plans for cleaning and maintenance work and develops effective work methods.
5. Keeps accurate running inventories of custodial and ground supplies and equipment.
6. Accepts deliveries of school supplies and equipment; prepares all clerical records required; prepares budget needs for custodial, grounds, and maintenance supplies and equipment; approves requisitions for all related supplies.
7. Directs the custodial staff in snow removal during snow emergencies.
8. Will be present during plan inspections by board members, administrative staff, medical staff and state officials.
9. Checks in with the building principals daily to go over building concerns and/or needs and provides a monthly report of work completed and open jobs.
10. Assists in the training of personnel and their selections.
11. Develops and updates the 5-year maintenance plan and state-mandates forms.
12. Responds to emergency maintenance calls.
13. Acts as district coordinator for integrated pest management.
14. Works with outside vendors when necessary.
15. Is responsible for ensuring compliance with all State and Federal codes related to buildings, grounds, and air quality.
16. Actively participates in the accident prevention committee.
17. Is required to learn to utilize various types of electronic and/or manual recording and computerized information systems used by the agency, office or related units.
18. Perform other duties that fall within his professional competencies when directed by the School Business Administrator.
- 19. Provide administrative and technical direction and supervision of the custodial department in assigning and completing work assignments.**
- 20. Coordinate with the Maintenance Supervisor on the preparation and implementation of the maintenance plan and operations. In the**

absence

of the Maintenance Supervisor, the Supervisor of Buildings and Grounds will assume all direct supervision of the maintenance staff.

TERM OF EMPLOYMENT: 12 Months. Salary to be determined by the Board of Education.

EVALUATION:

Performance will be evaluated in accordance with Board policies and procedures on the evaluation of professional staff.

NMS/et/II, 4-22-09, 11-29-16