

FACILITIES PLANNING & SUPPORT SUPERVISOR

GRADE 28

FLSA Status: Non-Exempt

GENERAL DEFINITION OF WORK:

Performs difficult skilled work overseeing, coordinating and supervising custodial activities and school facilities operations. Work is performed under general supervision. Supervision is exercised over subordinate personnel. Position is considered essential personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Responsible for coordinating and managing custodial personnel; overseeing daily operations of facilities and ensuring the compliance of all applicable maintenance and repair codes.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Communicates with building principals, school department heads, parents, contractors custodial/maintenance staff, and county administrators to resolve maintenance issues and any construction/renovation problems.
- Assists facilities management staff with interviewing prospective employees; recommends any personnel action for employment, evaluation and termination.
- Assists facilities management staff with custodial supply budget.
- Works with facilities management staff in developing improved work processes, conducting product evaluation, and determining custodial supply needs.
- Develops and maintains the substitute custodial staff schedule; conducts and oversees training for newly hired custodian custodians.
- Responsible for annual inventory of department assets. Includes custodial and grounds equipment
- Observes the performance of custodial personnel; recommends any guidance and improvement training when necessary.
- Performs quality control and safety monitoring with custodial personnel
- Inspects school facilities to determine work requirements and necessary responsibilities of custodial staff. .
- Maintains a catalog of specifications for all custodial cleaning supplies and chemicals; ensures custodial staff is complying with cleaning procedures and operating standards.
- Responsible for the division wide waste management, recycling and integrated pest management program.
- Maintains records and writes reports; and participates in employee selection, performance evaluation and promotion activities
- Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of state, local, and federal codes applicable to facilities maintenance and repair; knowledge of modern methods and techniques as applied to construction and maintenance of commercial and school facilities. Considerable knowledge of custodial procedures and programs as applicable to K-12 facilities. Considerable knowledge of occupational hazards and necessary safety precautions applicable to custodial work. Ability to ensure contract compliance; to efficiently resolve facilities, custodial and maintenance concerns of the school system; to carry out responsibilities within established policies, plans and requirements; ability to read, write and communicate effectively to school personnel; ability to organize, coordinate and supervise custodial personnel; ability to provide emergency services throughout the school system; proficiency in Microsoft Office as well as necessary computer software and equipment.

EDUCATION AND EXPERIENCE:

High School diploma or general education (GED) supplemented with college level courses in facilities management or related field; Bachelor's Degree in management or engineering is preferred; significant experience in project and facilities management and two years of supervision; or any equivalent combination of education and experience.

PHYSICAL REQUIREMENTS:

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects,; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker may work in the proximity of operating machinery and is subject to inside and outside environmental conditions, hazards, atmospheric conditions, and oils. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.