

## **CLOVIS MUNICIPAL SCHOOL JOB DESCRIPTION**

- Position:** Assistant Director of Maintenance/Custodial and Warehouse
- Supervisor:** Director of Maintenance and Assistant Superintendent for Operations
- General Job Description:** The Assistant Director of Maintenance will assist the Director of Maintenance to provide a healthy, safe, and attractive physical plant for the students learning experiences. Provide safety supervision and training for all staff and act as compliance officer relating all federal and state regulations related to safety. Supervise all custodial staff. Maintain control and keep records of all supplies, materials, and equipment assigned to the warehouse. Assist in supervision of the Maintenance Department.

### **Essential Duties and Responsibilities:**

1. Demonstrate foresight, examine issues and take initiatives to improve the quality of education in the community.
2. Embrace and encourage the acceptance of diversity.
3. Use effective people skills to communicate.
4. Provide and maintain an environment where optimal student growth can take place.
5. Demonstrate instructional capabilities and qualities.
6. Demonstrate an understanding of the dynamics of the educational organization.
7. Effectively manage the resources for which he/she is responsible including personnel, finances, facilities, programs and time.
8. Use supervision, staff development and performance evaluation to improve the educational program.
9. Maintain a familiarity with current professional issues through a process of ongoing personal development.
10. Use supervision, staff development and performance evaluation to improve the performance of employees. To do this, the administrator follows procedures consistent with the state and local Support Performance Evaluation Plan.
11. Comply with all School Board policies and administrative regulations.
12. Work cooperatively with colleagues, supervisors, and administrators.
13. Demonstrate ethical behavior.
14. Examine school buildings on a regular basis for needed repairs and maintenance pertaining to safety of occupants and compliance of state and federal statutes and codes.
15. Establish and recommend priorities and corrective action on repair projects as they pertain to safety and health of staff, students, and compliance of codes and statutes.
16. Inspect school buildings as dictated by state, federal, and local agencies as pertaining to hazardous materials and loss prevention, i.e.: asbestos, bloodborne pathogens, radon, chemicals, lead in water, boiler inspections, insurance inspections, fire inspections, etc.
17. Train all Maintenance and Custodial staff in proper use of materials/equipment.
18. Project over-all concern for personal appearance as it relates to job performance.
19. Carry out assignments and instructions from supervisor(s) in a competent and efficient manner.
20. Advise on the hiring of contractors to perform certain maintenance and repair services where hazardous materials are involved.
21. Establish and recommend priorities on repair projects.
22. Estimate cost of repair in terms of labor, materials, and overhead.
23. Assign work for maintenance repair work.
24. Lay out and inspect work of the maintenance staff.
25. Develop a system to handle emergency repair problems with efficiency.
26. Prepare reports on costs of work, materials used, and labor expended.

27. Work with Architects and Engineers on renovation projects where hazardous material are found or suspected.
28. Maintain records as required.
29. Supervise staff in the evaluation process, assist in the hiring/termination process.
30. Maintain assigned uniforms, work vehicle(s), tools and shop areas in operable safe and attractive status.
31. Assign custodians in the most efficient manner to all facilities and work shifts.
32. Supervise all custodians, day and evenings crews.
33. Establish cleaning standards for all custodial staff to meet.
34. Provide supervision and guidance to all custodial staff.
35. Provide a comprehensive training program for custodial staff.
36. Provide documentation and reports as appropriate.
37. Assign custodial staff for after hour building use in an equitable manner.
38. Collaborate with building principals to determine building cleaning needs.
39. Recommend products to be purchased and stocked.
40. Prepare specifications for equipment, materials, and supplies.
41. Work in a safe manner with personal safety and the safety of others as the number one priority.
42. Communication with supervisor and co-workers
43. Receive all merchandise, unload, inspect, and accept deliveries.
44. Process paperwork on all incoming and outgoing supplies, equipment, and materials.
45. Fill and deliver orders in an efficient manner.
46. Maintain warehouse in an orderly manner.
47. Ability to supervise workers in addition to performing actual duties.
48. Make decisions with the District interest being the top priority.
49. Inspect work by all staff members on a regular basis, and provide written copies of the inspections to staff involved.

**Additional Duties and Responsibilities:**

1. Be able to set up and conduct safety meetings for the entire staff in the district.
2. Be able to take command when Director is not available.
3. Know and be able to adjust/change when appropriate the District's emergency procedures to ensure safety and adjust to situations which may arise.
4. Be available to conduct accident investigations.
5. Manual physical labor, lifting, and moving materials, furniture, equipment, and supplies.
6. Maintain assigned uniforms, equipment, tools and custodial closets in operable, safe and attractive status.
7. Account for supplies, materials, and equipment as required.
8. Complete records and reports as required in a timely manner, many deadlines to meet.
9. Maintain facilities security.
10. Respond to calls during off duty hours when staff need help or vandalism reports.
11. Mechanical ability to trouble shoot and repair vacuum cleaners, buffers and other electrically powered custodial work.
12. Ability to teach subjects relating to custodial work.
13. Other tasks deemed appropriate or necessary by the immediate supervisor(s).

**Qualifications:**

1. High School Diploma of GED
2. Post secondary educational experience preferred.
3. Three years warehouse management experience.
4. Possess a valid New Mexico Drivers License appropriate for operating vehicles for the size required for this position.
5. Preferred licensed plumber or electrician or carpenter.

6. Computer literate.
7. Familiarity with codes and enforcement as they apply to Public Schools.
8. Demonstrated ability to work around many people and maintain a positive perspective.
9. Preferred knowledge of handling and disposing of hazardous materials.
10. Ability to teach safety subjects.
11. Familiar with inventory procedures including recording numbers and descriptions, assigning inventory numbers and checking all incoming orders for equipment.
11. Warehouse budget experience.
12. Ability to operate calculator and count accurately.
13. Must understand internal memoranda, instructions, and procedures.
14. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**Physical Requirements:**

1. Physical ability to do manual work for 8 hours per day.
2. Standing, driving, sitting, bending, stooping, kneeling, lifting, climbing ladders. Lifting from floor to mid-thigh maximum (70 pounds) occasionally. Lifting from mid-thigh to shoulder maximum (60 pounds) occasionally. Lifting from shoulder to overhead (40 pounds) occasionally, carrying (75 pounds) maximum occasionally.
3. Work overhead, work in tight areas, work off of ladders, work at floor level (on knees).
4. Hand/eye coordination, normal range of sight.
5. Ability to move and operate vacuums, buffers, and other custodial related equipment/backhoe, front end loaders, graders, mowers, lift, and any other maintenance related equipment.
6. Work safely from ladders.
7. Any lifting that would require more than 50 pounds of dead weight should be done by at least two people, if at all possible.
8. Ability to move furniture.
9. Pass a physical exam that determines the physical capacity to wear a respirator.
10. Have the physical capacity to handle warehouse supplies.
11. Heavy lifting.

**Safety and Health Requirements:**

1. TB Test
2. Proper posture is required to eliminate acute and chronic low back pain.
3. Wear protective devices such as back supports, eye wear, non skid pads on shoes, as job conditions demand.
4. Read, understand, and observe all precautions and proper methods of use on all chemicals, equipment, tools and materials.
5. Complete all required training.
5. Knowledge of universal hygiene precautions.
6. Knowledge of all hazardous materials and steps for correction of minor mishaps.
7. Maintain MSDS file for all products with authority to refuse delivery on products not listed in MSDS.

**Equipment/Material Handled:**

In the inspection and supervision process the assistant director will have occasion to deal with, and participate in the use of all equipment, materials, and supplies. Hand tools, equipment, hazardous chemicals, ladders, work platforms, blood stained materials and materials pertaining to compliance with school codes. Moving equipment, including hand carts, fork-lifts, pallet jacks. Freight from UPS and common carriers, all varieties, sizes and shapes. All warehouse supplies.

**Work Environment:**

The work environment varies greatly in the place of work from solitary office work to working in school facilities with large numbers of people. Conditions range from working outside in the extreme hot of the summer, to comfortable building and office settings to working outside in very cold/hot temperatures. The warehouse is generally hot in the summer and cold in mid-winter. Working in tight cramped areas of equipment and machinery common. Work schedule will be assigned to best meet the needs of the students and may be altered at any time to accommodate the students. Overtime will be assigned on an as needed basis to take care of emergency situations. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Must be able to work under stressful conditions.

**Terms of Employment:**

Salary and work year to be established by the Board of Education.

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