



City of St. Charles School District

Facilities Supervisor

Reports to: Director of Facilities/Assistant Superintendent of Operations
Classification: Classified
FLSA Status: Non-Exempt
Terms of Employment: 254 days according to Board Policy
Evaluation: Performance in this position will be evaluated regularly by the supervisor and in accordance with Board Policy
Compensation: Stipend Approved Annually by the Board

JOB SUMMARY:

This position requires an individual to perform a variety of skilled tasks, supervisory duties, and management of projects in the maintenance trades for the repair and improvement of buildings, grounds and related District facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Other duties may be assigned

- Oversee general/skilled maintenance and custodial personnel as assigned
- Communicate daily and upcoming schedules with directives to employees in the field
- Evaluate personnel in maintenance and custodial positions as assigned
- Develop, maintain, and monitor preventative and predictive maintenance plans
- Actively attend current construction meetings to advise on the district's behalf
- Maintains high standards for professional conduct
- Maintains regular attendance.
- Maintains confidentiality, unquestionable integrity.
- Attends/Completes District PD and training.

EDUCATION AND/OR EXPERIENCE

- High school graduate or equivalent
- Experience in skilled and general maintenance
- Knowledge of district maintenance and facility operations, including but not limited to: HVAC, Carpentry, Plumbing, Electrical, Locksmith, Grounds, Painting
- Possess and maintain a valid Missouri Driver's License

SUPERVISION RESPONSIBILITIES

Responsible for aiding in the supervision of maintenance and custodial staff. Maintain accurate records for attendance, time keeping, supply usage, labor usage, work order completion, safety, and quality issues. Assist in establishing departmental goals and objectives to meet district goals. Independent judgement is required in setting priorities of tasks among multiple assigned projects.

Understand and resolve any personnel related issues/concerns or poor performance of craftsmen while overseeing district construction projects.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMMUNICATION SKILLS:

Ability to read and analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of administrators, staff, architects, construction managers, vendors, and the general public.

MATHEMATICAL SKILLS:

- Ability to apply the concepts of basic math, algebra and geometry consistent with the duties of this position.

REASONING ABILITY:

- Ability to define problems, collect, review, and analyze data, establish facts, and draw conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with abstract and concrete variables.

OTHER SKILLS AND ABILITIES:

- Ability to apply knowledge of current research and theory in specific field.
- Ability to establish and maintain effective working relationships, with students, staff and the community.
- Ability to communicate clearly and concisely both in written and oral form.
- Ability to perform duties in full compliance with district requirements and Board of Education policies

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. While performing the duties of this job, the employee may occasionally lift/ and or move up to 50 lbs. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus.

The demands of an extended workday (coverage of building activities and extra-curricular activities, etc), requires a high level of physical endurance. This job requires the ability to handle and balance multiple demands at one time.

WORK ENVIRONMENT:

The Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is quiet to loud depending upon the activity in the particular part of the day. The work environment may be extremely cold or extremely hot depending on the activity and the season of the year.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Project Manager
SY 2023-2024