



Lone Jack C6 School District Maintenance & Custodial Services Manager

Reports to: Superintendent

Type of Position: At-Will

Department:

Faculty

Classification:

Exempt

Length of Contract:

12 month

Summary

The job of Maintenance & Custodial Services Manager has the purpose of directing the needs of maintenance, custodial, construction & grounds services; providing information & serving as a resource to others; achieving defined objectives by planning, developing, implementing, maintaining & evaluating services in compliance with guidelines to provide a safe & comfortable learning environment. In need of a combination of skills in maintenance work & supervising custodial services & activities. This individual will oversee assigned personnel, providing information to others & scheduling work assignments within established timeframes & standards.

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, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Reports To:

- Superintendent of Schools
- Building Leadership

Job Requirements: Minimum Qualifications

Skills, Knowledge & Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; planning and managing projects and programs; overseeing program financial activities in conjunction with the Superintendent ; developing effective working relationships; preparing and maintaining accurate records; and administering personnel policies and procedures.

KNOWLEDGE is required to perform review and interpret highly technical information, write technical materials and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies and/or regulations; personnel processes; and standard business practices.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather collate and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job related equipment. Problem solving is required to identify issues and create action plans. Specific ability based competencies include: establishing working relationships; meeting deadlines and schedules; setting priorities; working with multiple projects, frequent interruptions, and changing priorities; working with detailed information/date and maintaining records; maintaining confidentiality; and facilitating communication between persons with divergent positions.

Essential Duties and Responsibilities of a Maintenance & Custodial Manager

- Conduct an ongoing program of general maintenance, upkeep, and repair, by performing a wide variety of general maintenance and repair tasks in a variety of areas and as assigned by the Superintendent in accordance with all applicable codes and regulations, including but not limited to:
 - Rough and finished carpentry repair of structures such as partitions, walls, doors, window frames, office furniture, roofs, and shelves.
 - Basic electrical repair work for switches, outlets, plugs, cables, appliances, and lighting systems.
 - Basic repairs of plumbing leaks or breaks; opening of clogged lines and drains, replacement of seals, maintenance of drinking fountains, ice makers, kitchen equipment and hot water heaters.
- Develop and maintain files for all buildings, including but not limited to: blueprints, plans, specifications, contracts and other pertinent information relative to building construction, maintenance, and operation.
- Maintain a complete and accurate log of all district work orders and their status.
- As requested, supervise and effectively motivate and train custodial staff to perform high quality work, assisting the Superintendent in the evaluation process of the custodial staff in accordance with district policies.
- Comply with all school policies.
- Communicate effectively with faculty, staff, and administrators.
- Ensure all applicable fire, safety, health, and environmental regulations and laws are followed.
- Assemble and repair furniture and equipment.
- Ensure that work sites and conditions are safe.

- Perform regular inspections of equipment and systems, reporting any abnormalities and hazards.
- Respond to emergency situations and perform necessary repairs during and after hours.
- Recommend repairs or procedures that are beyond the scope of responsibilities, skills, or experience for improvement in the effectiveness and efficiency of the maintenance operations of the district
- Maintain an adequate supply of parts used in repairs.
- Operate and maintain all tools and equipment necessary to carry out job functions and responsibilities.
- Remove snow and ice by shoveling, plowing, and/or de-icing walks, driveways, parking areas, and sidewalks.
- Report any damage or vandalism to facilities or theft of equipment.
- Display a cooperative attitude with parents, staff, community visitors, vendors, and contractors.
- Coordinate with skilled tradesmen for the purpose of completing projects.
- Respond to requests from administration in a timely fashion.
- Assist in unloading of deliveries and deliver various items to appropriate parties, as needed.
- Support and communicate with custodial personnel.
- Check for proper operation of HVAC equipment, replacing filters as needed, and notifying the Superintendent by 6:30am should a heating system failure occur during cold months.
- Assist with athletic fields' maintenance and preparation for games.
- Dispose of items no longer needed by the District through the surplus process.
- Perform other duties as assigned.

Evaluation of Performance and Employment

The evaluation of performance will be conducted by the Superintendent based on locally developed standards.

As a political subdivision, employer, recipient of federal funds and educational institution, the Board of Education is prohibited from, and hereby declares a policy against engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, sex, national origin, ancestry, disability, age or use of leave protected by the Family & Medical Leave Act, in its programs, activities, and with regard to employment. The Board is an equal opportunity employer.

Please report any incidents of bullying or harassment to your building
Title IX Coordinators & Compliance Officers.

Lone Jack Middle & High School
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Revised May 2022