

**WINOOSKI SCHOOL DISTRICT**  
**Job Description**

**Job Title:** Facilities Supervisor

**Date Approved/Updated:** October 2, 2015

**Location:** District-wide

**Job Group:** Support Staff, Union

**Reports To:** Finance Manager

**Summary of Position Responsibilities:**

To provide strengths-based leadership and supervision in order to ensure a safe and healthy school physical plant and grounds that supports learning excellence.

**Essential Duties and Responsibilities:**

1. Strives constantly to promote the safety, health and comfort of all stakeholders.
2. Schedules and/or performs all maintenance and repair work, maintaining a high standard of safety and efficiency of the buildings and grounds.
3. Provides daily inspections of the school physical plant and grounds, logs and prioritizes all necessary work based on daily inspections.
4. Conducts monthly inspection of all facilities to ensure fire and safety procedures are being followed. This includes indoor and outdoor bleachers, playgrounds, fitness trail, motorized machinery, fire and safety equipment, unit ventilators and all building systems.
5. Assist the Finance Manager with interviewing, hiring, training and evaluation of facility staff.
6. Maintains a system of work orders to log, prioritize, complete and evaluate all work.
7. Maintains an inventory and assists with ordering of suitable supplies, tools and equipment so as to carry out maintenance functions.
8. Prepares in collaboration with Finance Manager the input for the annual budget process in the areas of maintenance as they pertain to supplies, tools, equipment and services.
9. Reports any major maintenance problems to the Finance manager and/or the Superintendent's office in a timely fashion.
10. Keeps informed of latest trends, developments, and products in the area of facilities, repair and upkeep. Encourages innovation and experimentation as appropriate.
11. Regulates heat, ventilation, and air conditioning systems to provide temperature appropriate to the season and to ensure economical usage of fuel, water, and electricity.
12. Makes emergency decisions in the absence of the Finance Manager and/or Superintendent.
13. Acts as contact person for emergency calls to facility, i.e. fire, heat, water, etc.
14. Oversees maintenance purchase orders of \$500 or less to streamline necessary repairs and work orders.
15. Collaborates with the Finance Manager to provide input for the annual budget process as it relates to the facilities.
16. Other duties as assigned by the Finance Manager.

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*The information contained in this job description is for compliance with the Americans With Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual(s) currently holding this position and additional duties may be assigned. The Board reserves the right to waive the essential requirements contained in this job description.*

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**Supervisory Responsibilities:** Oversees all work assigned to facilities personnel and quality of work thereof.

**Supervisory Responsibilities include:**

X interviewing X hiring X training X appraising performance X disciplining employees X addressing complaints and resolving problems X planning, assigning, and directing work

**Qualification Requirements:**

*The requirements listed below are typical of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

1. High School Diploma or higher.
2. Prior experience in custodial and/or maintenance work.
3. Prior experience in supervision of employees required.
4. Knowledge of facility systems such as HVAC, electrical and plumbing required.
5. Must possess a valid State of Vermont Driver's License. Able to drive tractors, small dump truck and other maintenance vehicles.
6. Physically capable of doing the work required.
7. Prior experience in supervision of other employees helpful.
8. Such alternatives to the above qualifications as the administration may find appropriate and acceptable.

**Physical Demands:**

*The physical demands are typical 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. Indicate with the following designations O=occasionally F=frequently or C=constantly for each essential function of the job. Leave blank if it is not essential to the job:*

Standing     Walking     Sitting     Lifting     Carrying     Pushing  
 Pulling     Climbing     Balancing     Stooping     Kneeling     Crawling  
 Crouching     Reaching     Handling     Fingering     Feeling     Talking  
 Hearing     Far Vision     Near Vision     Color Vision     Depth Perception     Repetitive Motion  
 Eye/Hand/Foot Coordination

**Physical Effort:** Please indicate on the continuum the requirements of this position:

<i>Sedentary Work</i>	<i>Light Work</i>	<i>Medium Work</i>	<i>Heavy Work XX</i>	<i>Very Heavy Work</i>
Lifts up to 30 lbs Walks/stands occasionally	Frequently lifts up to 10 lbs. Frequently walks/stands.	Frequently lift/carry up to 25 lbs.	Frequently lift/carry up to 50 lbs.	Frequently lift/carry up to 50 lbs or more.

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**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. Indicate with the following designations N=Never O=occasionally F=frequently or C=constantly for each essential function of the job:*

<input type="checkbox"/> _F_ Exposure to weather	<input type="checkbox"/> _F_ Extreme heat	<input type="checkbox"/> _F_ Extreme cold	<input type="checkbox"/> _F_ Noise	<input type="checkbox"/> _F_ Dust, vapors, fumes
<input type="checkbox"/> _F_ Time constraints	<input type="checkbox"/> _F_ Public contact	<input type="checkbox"/> _F_ Deadlines	<input type="checkbox"/> _O_ Travel	<input type="checkbox"/> _F_ Inside work

**Terms of Employment:** Twelve-month year. Salary and work year to be established by the Board or Designee.

**Compensation:** Per Negotiated Agreement.

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the negotiated agreement.