

## Job Objective:

To keep the school buildings and grounds in safe and excellent condition.

## Responsibilities:

1. Answer directly to the district administrator.
2. Supervise all custodial and maintenance employees. Distribute work orders to appropriate staff. Work closely with principals on work orders issued from instructors and other staff in their building.
3. Order all janitorial and maintenance supplies for the school year.
4. Interview applicants for open positions. Hire substitutes when staff are sick or on vacation.
5. Evaluate custodial and maintenance staff periodically. Conduct staff meetings with custodial and maintenance staff.
6. Schedule maintenance on all the equipment throughout the complex. Recommend the purchase and replacement of maintenance equipment to the district administrator.
7. Recognize capabilities of staff and contract outside services for jobs the staff is not equipped to handle.
8. Schedule all snow removal, sanding and salting to maintain a safe environment for instructors, students and visitors.
9. Schedule all lawn mowing and trimming during the summer months, including mowing all ball diamonds for games.
10. Schedule painting in rooms and halls.
11. Manage the asbestos program in the schools. See that the six-month surveillance schedule is completed each year according to state codes and requirements.
12. Be on call for all emergencies and see that necessary repairs or corrections are completed.
13. Obtain estimates on projects to be completed by outside contractors.
14. Meet with salesmen, inspectors from the state, such as the Department of Industry, Labor, and Human Relations (DILHER) and Occupational Safety and Health Administration (OSHA), pool inspectors, boiler inspectors, and representatives from the insurance company, on safety issues in the buildings and on the grounds.
15. Schedule personnel for any extra-curricular activities on weekends when needed.

Initial Adoption: 7/16/2018

Final Adoption: 8/20/2018