

Wachusett Regional School District

CUSTODIAL STAFF

JOB DESCRIPTION

TITLE:

Night Supervisor of Buildings and Maintenance

QUALIFICATIONS:

The Night Supervisor of Buildings and Maintenance shall possess a high school diploma and a minimum of three years of experience in a supervisory capacity and plant maintenance.

REPORTS TO:

Building Principal or Designee

PERFORMANCE EVALUATION:

The Night Supervisor shall be evaluated annually using the Wachusett Regional School District Annual Support Staff Review Form, Form #: 001-eval.

REPRESENTATION STATUS:

AFSCME, Council 93

JOB RESPONSIBILITIES:

The Night Supervisor of Buildings and Maintenance is a member of the custodial staff and as such is responsible to assist the school administration in providing the most desirable environment for the educational program at Wachusett Regional School District in the most cost-effective manner. The Night Supervisor of Buildings and Maintenance's basic assignment is that of a custodian and he/she shall perform all the duties of that position.

In carrying out these responsibilities, the Night Supervisor of Buildings and Maintenance shall:

1. Assist in the assignment, training, and supervising of all custodial personnel in their general duties;

2. Assist the Principal in planning and in carrying out assigned duties to include identifying areas to be addressed, preparation and completion of cleaning schedule for all areas assigned within the frequency requirements determined by the district;
3. Assist and advise the Principal in the selection of necessary supplies and equipment needed to maintain the school facilities;
4. Assist and advise the Principal in areas concerning plant operation to include identifying potential preventive maintenance needs as well as making initial diagnoses of systems failures;
5. Assist in maintaining a system of building and ground security to include ensuring that the building is secure on non-school days and at other times as assigned;
6. Assist in maintaining a program for preventive maintenance for all school property;
7. Reflect an understanding and positive attitude toward the students and all employees of the District;
8. Perform the custodial duties of all other custodians including cleaning, lifting, setting up, and breaking down as required;
9. Observe the cleaning and maintenance needs or requirements for all areas assigned, report such needs to the principal, and assist in the planning to meet these needs;
10. Assume responsibility for snow removal from all building exits and bus loading areas;
11. Assume custodial duty responsibilities for after school or evening affairs, as directed by the Principal;
12. Take action and precaution for school building during power or boiler failure or when contacted by the district, Fire or Police Departments;
13. Maintains a knowledge of all technical operations of the school; and,
14. Performs all other duties as may be assigned by the Principal or the Supervisor of Buildings and Maintenance.

SUPERVISES:

Custodians
All other maintenance staff as assigned

4/24/97

Revised: 06/06/06

Approved by:

Thomas G. Pandiscio, Superintendent of Schools

Date: 06/06/06