



Position Description

School District of Monroe

- JOB TITLE:** High School Maintenance/Custodial Supervisor
- CLASSIFICATION:** Exempt Staff
- JOB OBJECTIVE:** Develop/maintain a quality and efficient custodial and maintenance program in order to ensure a safe and effective high school operation.
- REPORTS TO:** Director of Buildings and Grounds/High School Principal
- QUALIFICATIONS:** Working knowledge of methods, materials and equipment used in maintaining the cleanliness and maintenance of a commercial building or facility. General maintenance background, including substantial knowledge in the areas of carpentry, plumbing, electrical and HVAC. Supervisory and interpersonal skills necessary to lead and direct a small team. Basic computer operation skills. High School diploma.
- ESSENTIAL DUTIES:**
- Collaborate with the District Director of Building and Grounds along with the High School Principal to ensure an adequate custodial and cleaning program for the school
 - Develop and implement an effective work schedule for building custodians
 - Provide required training, supervision and direction of Building Custodians. Work with Building and Grounds Director to provide performance monitoring and feedback
 - Maintain knowledge of cleaning supply safe practices and manuals
 - Provide periodic status reports of needed repairs or ongoing maintenance of equipment and facilities to the Director of Building and Grounds
 - Coordinate with Principal and/or Athletics/Activities Director to ensure readiness for day-to-day activities and special events
 - Complete maintenance and repair activities on a scheduled and as-needed basis, such as repairing small equipment, changing air filters, etc.

- Oversee activities of larger maintenance and repair projects provided by outside vendors
- Maintain a positive attitude to meet the maintenance and custodial needs and expectations of building staff
- Assist as needed at other buildings to complete work during times of special projects or personnel absences
- Maintain current inventories of supplies and equipment, ordering replenishments as needed
- Maintain all records to meet district and governmental requirements in an accurate and efficient manner
- Coordinate maintenance program for all vehicles and machinery housed at the high school
- Serve as a positive adult role model during interactions with students

ADDITIONAL DUTIES:

- Participate in activities which contribute to the effective operation of the school
- Assist in maintaining student behavior at school events as requested
- Serve as a positive adult role model during interactions with students

Essential duties are those duties and functions considered essential to the performance of the identified position. Additional duties are those duties considered secondary to the position's overall purpose. This position description is illustrative and does not necessarily specify all tasks and duties of this position. The Administration of the School District of Monroe reserves the right to change this position description at its sole discretion at any time.

REVISED: May 2020