



Grand Blanc Community Schools
11920 S. Saginaw
Grand Blanc, MI 48439

Supervisor; Buildings and Grounds

JobID: 21303

Position Type: Administration

Date Posted: 10/15/20

Deadline to Apply: 10/24/2020

Location: District Wide

Duties and Responsibilities

The Supervisor, Buildings & Grounds is directly responsible to the Director of Operations. The Supervisor, Buildings & Grounds responsibilities and duties are as follows:

- Responsible for the direction and supervision of all custodial, maintenance/trades and grounds-keeping personnel.
- Responsible for becoming familiar with all aspects of maintenance as it pertains to the buildings, grounds, and power plant at the school.
- Assists the recruitment, employment, assignment, transfer, promotion, demotion, discipline or dismissal of Buildings & Grounds personnel.
- Organize and schedule maintenance needs to control effectiveness, performance and costs.
- Develop and maintain procedures and schedules relating to operation, inspection, service repair and replacement.
- Determine program objectives for Maintenance Department, custodial staff, grounds (i.e., Maintenance Department is responsible for keeping all systems operating in a proper and economical manner).
- Analyze problems and implement corrective measures and recommend preventive measures to foremen, supervisors and building leaders.
- Determine day to day priorities and assign maintenance personnel.
- Initiate and supervise preventative maintenance program for buildings and equipment.
- Schedule and direct necessary snow removal from school property.
- Organize, train and direct the building custodial staff.
- Prepare budgetary information and assure that the department operations are effective as possible within the budget.
- Share with the Director of Operations the responsibility for interviewing and placement of candidates for positions.
- Supervise and assign the work of the maintenance secretary.
- Ensure that all buildings, equipment and equipment operation comply fully with Federal and State standards and regulations.
- Approve and administer all building and grounds service contracts.
- Conduct periodic inspection of buildings, grounds and equipment to ensure department objectives are realized.
- Work with foremen and assistant foremen in evaluations, on a timely basis, of staff that they are responsible for. Involve building principals in evaluation process when necessary.
- Communicate the necessary Federal, State and local safety programs to those performing the maintenance and custodial work and ascertain that they are being followed (example: OSHA and MIOSHA).
- Maintain communication with principals concerning the work schedule of projects through work orders.
- Maintain a high level of visibility in district facilities and with district staff.
- Provide recommendations to the Director of Operations regarding departmental reorganization as appropriate.
- Supervise performance of contract custodial staffing company.

- Submit a monthly report of the maintenance and custodial operation to the Director of Operations which includes the status of work orders, accomplishments, problems, recommendations, etc.
- Maintain communication and work with the building principals for cleaning priorities of buildings.
- Be available for emergency situations 24/7.
- Ability and desire to work necessary flexible hours.
- Perform other duties as directed by the Director of Operations.
- Conduct periodic inspections of all school facilities to ensure proper fire and safety procedures.
- Supervises and inspects the improvement and renovation work performed by outside contractors and verifies that the terms of all such contracts have been fulfilled before authorizing any final payment.
- Responsible for the proper operation of the pneumatic automatic and DDC temperature control system.
- Yearly training of all custodians in the operation, maintenance and safety of chemical, cleaning procedures and equipment.
- Responsible for scheduling and training of all contracted service personnel.
- Responsible for managing indoor air quality of all buildings. Maintaining effective communication with staff. Investigating, monitoring, diagnosing, problem solving and selecting of proper equipment.
- Responsible for maintaining and Training the following: District Integrated Pest Management Program; Storm Water Program; Right-to-Know; AHERA Regulations; serve as district Designated Asbestos Person.

Required Skills

- Must possess strong mechanical abilities and exhibit eagerness to learn new technology.
- Must have ability to perform the following: Boiler operation and chemical testing; HVAC operations, maintenance and record keeping; minor electrical, plumbing, painting, roofing and other miscellaneous repairs; grounds maintenance.
- Working knowledge and maintenance of pneumatic and DDC controls. HVAC units and exhaust fans.
- Must be able to conform to all safety laws, rules, and codes.
- Strong leadership and team building skills. Ability to work with people at all levels and supervise staff.
- Must possess strong public relations skills. **Must be people oriented.**
- Must be flexible and available for emergency situations at all times.
- Demonstrated ability to perform work in a time-effective manner (i.e., setting cleaning priorities of building).
- Working knowledge of pool maintenance and operations.
- Communicate and work harmoniously and effectively with the custodial, maintenance and grounds staff, administrative team, building principal, staff, students, parents, community members, the public involved with evening activities, and others as required.
- Provide training and instruction to staff as required.
- Plan, organize, coordinate, supervise, evaluate and motivate the Building and Grounds staff.
- Assist in the development, implementation, and monitoring of a preventative maintenance program.
- Perform all other duties as assigned by Director of Operations or other appropriate Administrator.
- Must have and maintain a nearly perfect attendance record.

Salary- \$58,731 - \$67,048

Nondiscrimination

The Grand Blanc Board of Education is committed to a policy of non-discrimination in relation to race, color, gender, age, religion, height, weight, marital status, disability and national origin. The Board appointed coordinator for all concerns and complaints for issues relating to Title IX, Section 504, the Age Discrimination Act and Title II is:

**Deputy Superintendent
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Grand Blanc, MI 48439
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