

# **NYE COUNTY SCHOOL DISTRICT – Human Resources Department**

## **Maintenance Supervisor/Working Custodian**

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**FLSA Status:** NON-EXEMPT

**Classification:** Classified

**Terms of Employment:** 12 month position, eight (8) hours per day.

**JOB GOAL:** Under general direction, performs and supervises maintenance, light landscaping and custodial functions required to maintain site facilities in a clean, sanitary and safe condition; perform maintenance repairs; arrange and maintain physical environment required for the activities held at the site.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented with other duties as assigned by the Supervisor.

1. Supervise and provide site support in the basic maintenance and construction trades, such as carpentry, painting, electrical, plumbing, cabinets, furniture, doors, and hardware repairs; windows and glazing repairs, floor and ceiling tile, light bulbs, diffusers, and ballast replacements.
2. Supervise and install and repair classroom furniture, equipment, and make similar repairs.
3. Make weekly inspections and written report of various facilities and grounds, note needed repairs, and establish a schedule for conducting necessary repairs.
4. Develop and maintain a preventative maintenance system with schedules for all HVAC systems, electrical, plumbing, and all other mechanical equipment.
5. Supervise and perform light landscaping duties, such as weeding, mowing, and assistance with maintenance of playgrounds and athletic fields.
6. Orders maintenance and custodial supplies for sites.
7. Supervise and keep facilities, grounds, and all premises including sidewalks, driveways and play areas neat and clean at all times.
8. Inspects sites for safety issues on a weekly basis and submits report to supervisors.
9. Inspects sites weekly on contract cleaning services and submits report to supervisors.
10. May be required to move, assemble or disassemble furniture, equipment, or other items, or to assist maintenance or other departments in an emergency or as the need arises.
11. Familiar with and assists with implementation of all district policies and administrative regulations as related to specific assignment.
12. Recognizes and reports hazards, and conforms to safety standards as prescribed.
13. Recognizes and notifies administrators of unauthorized persons on campus, and/or of issues that require immediate attention.
14. Familiar with district and site emergency/crisis response procedures, plans and drills (e.g. fire drills, bomb threats, lock-downs, etc.).
15. Perform other duties as requested or assigned by principal/designee.

### **POSITION EXPECTATIONS**

#### **Knowledge, Skills and Abilities:**

1. Knowledge of computers and common use of office equipment.
2. Ability to use computer based programs such as word and excel as well as internet based programs used for work orders and time keeping.
3. Knowledge of methods, material and equipment used in the custodial trade.
4. Knowledge of requirements for maintaining a school facility in a safe, clean, and orderly condition.
5. Knowledge of maintenance, custodial safety and health procedures.
6. Ability to demonstrate good judgment and common sense.
7. Ability to make accurate mathematical calculations.
8. Ability to use time and material in an effective, responsible manner.
9. Ability to communicate orally and understand, while carrying out written and/or oral directions.
10. Ability to supervise, train and evaluate employees.

11. Ability to perform moderate to heavy physical labor including lifting or moving loads up to 100 lbs. or more.

**POSITION REQUIREMENTS**

**Education, Training, and Experience:**

1. High School Diploma or equivalent
2. Preferred four years' experience in maintenance/custodial field.

**Licenses and Certifications:**

1. CDL Class A or B with "P" and "S" endorsements within 90 days of hire date.
2. Valid Nevada Driver License

**Screening and Compliance:**

1. Ability to pass State and Federal criminal background check
2. Compliance with NCSD CDL Drug and Alcohol Testing Policy

**WORK ENVIRONMENT:**

**Strength:** Medium/heavy- exert force 50-100 lbs., occasionally; 25-50 lbs. frequently, or up to 10-20 lbs. constantly to lift, carry, push, pull or move objects.

**Physical Demands:** Frequent standing, walking, pushing, pulling, carrying, stooping, reaching, kneeling, handling, repetitive fine motor activities, talking, and hearing. Occasional climbing, balancing, crouching, and crawling. Hearing and speech to communicate in person or over the telephone.

**Vision:** Occasional near and far acuity, depth perception, and color vision.

**Environmental Conditions:** Climate controlled office setting and exposure to weather with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

**Hazards:** Furniture, playground/office equipment, communicable diseases, noxious fumes, cleaning materials and solvents, chemicals (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

**Working Conditions:** Equipment and supplies necessary to carry out the functions of position description.

**Equal Opportunity Employer**

Nye County School District is an Equal Opportunity Employer. Nye County School District does not sanction or tolerate discrimination in any form on the basis of race, color, religion, age, gender, pregnancy, sexual orientation, national origin, ancestry, disability, veteran status, domestic partnership, genetic information, gender identity or expression, political affiliation, or membership in the Nevada National Guard.

**Americans with Disabilities Act**

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Candidates are encouraged to discuss potential accommodations with the Department of Human Resources.

Approved by: \_\_\_\_\_

Superintendent

\_\_\_\_\_  
Date

5/30/17

**Acknowledgment**

I have read and understand the requirements of my job.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Administrator/Human Resources Name: \_\_\_\_\_

Administrator/Human Resources Signature: \_\_\_\_\_

Date: \_\_\_\_\_