

Burrton USD 369
Head of Maintenance Job Description

Purpose: The Head of Maintenance provides a safe, attractive, comfortable, and clean environment to ensure full and productive use of district facilities. To accomplish these tasks the Head of Maintenance must work closely with the staff and administration of the District.

Responsible to: Superintendent

Payment rate: Salary and benefits as established by the Board of Education.

Qualifications:

1. High school diploma or equivalent
2. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
3. Ability to supervise and coordinate maintenance/custodial services to ensure proper nutrition and safeguard the health of students, staff, and visitors.
4. Ability to understand chemical hazards.
5. Ability to work independently without supervision.
6. Experience and skilled in the areas of electrical, maintenance, and carpentry.
7. Ability to manually lift a maximum of 60 pounds.
8. Desire to continue career improvement by enhancing skills and job performance.
9. Ability to understand, follow, and maintain appropriate logs related to all safety requirements by local, state and federal agencies.

Essential Functions:

1. Provide a clean, safe, attractive, and comfortable environment to ensure full and productive use of district facilities.
2. Communicate and work effectively and cooperatively with members of the school district and community.
3. React to changes and frequent interruptions in a productive and positive manner, and handle other tasks as assigned.
4. Operate all equipment and machinery as required.
5. Work to implement the vision and mission of the District.

Physical Requirements/Environmental Conditions:

1. Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials up to 60 lbs.
2. Requires stooping, kneeling, crawling, bending, turning, reaching, climbing and balancing.
3. Ability to move furniture or equipment within the building as required.
4. Must work in and around dust, fumes, and odors.
5. Must work in noisy and crowded environments, with numerous interruptions.
6. Must work indoors and outdoors year-round in a variety of temperatures.

General Responsibilities:

1. Keep building and premises (including sidewalks, driveways, and play areas) neat and clean and safe at all times.
2. Supervise custodial staff and communicate needs effectively.
3. Schedule self and custodial staff to see that district needs are being met.
4. Assist custodians in all ways in fulfilling their job requirements as needed.
5. Open close buildings each school day. Secure building. Doors may need to remain locked from outside in certain areas.
6. Sweep, shovel, and sand walks as appropriate.
7. Maintain grounds as needed.
8. Raise the United States flag, Kansas flag or other flags before school commences and take down the same after school closes or as mandated by the state.
9. Regulate heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season, ensure economical usage of fuel, water, and electricity, and maintain mechanical equipment as directed.
10. Maintain and fix general problems related to HVAC units.
11. Replace and fix light fixtures, emergency lighting, etc. as needed.
12. Work with staff to ensure all doors and windows are secured and all lights are turned off (except as necessary for safety reasons) at the close of the each school day.
13. Immediately report unauthorized persons on the school premises the principal.
14. Make building repairs, and to establish procedures in ensuring that needed major repairs are coordinated with the superintendent.
15. Understand and monitor all operational/electronic systems of the district. (i.e. fire monitoring system, etc.)
16. Maintain, update, and store all logs related to fire and tornado drill. Assist in ensuring that drills as completed as required.
17. Keep current on new information, innovative ideas and techniques.
18. Observe and follow all school district policies at all times.
19. Respond to information requests in a cooperative, courteous, and timely manner.
20. Keep student and personnel information and records confidential.
21. Implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
22. Perform other duties and assume other responsibilities assigned by administration.