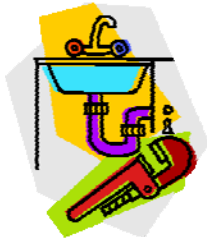


I.



Responsibility & Services of Facilities Department

- A. Building repair & maintenance of plumbing, carpentry, painting, spot roofing, welding, glass, shades, fire extinguishers, screens, locks, carpets, ceramic & vinyl floor tile.
- B. Masonry. Repair and maintenance of rock walls, cement, brick and plaster.
- C. Grounds. Maintenance and repair of fencing, lawns, trees, shrubs, parking lots, fields, playground and grounds equipment.
- D. Other building maintenance not listed.
- E. Contract service. Major repair of school clocks (time programs), scoreboards, p/a systems, stage light systems, fire alarm systems and electronic systems.
- F. Minor remodeling. Alteration of existing facilities that change the physical appearance of buildings such as removal of walls, construction of new offices or small additions.
- G. Building repairs and maintenance of mechanical, heating and cooling, electrical, telephones/computer drops, lines and programming, lunch room equipment and washers/dryers.
- H. Housekeeping of buildings district wide.
- I. Furniture. Allocation, transfers, replacement and pick up of excess furniture.
- J. Custodial supplies. Screening, approval and delivery of requested supplies.
- K. Sanitation. Coordination of garbage/trash pick up.
- L. Custodial work schedule coordination.

II. Duties and Responsibilities of Facilities Personnel

The duties and responsibilities of facilities personnel vary according to the extent of supervisory duties, craft, job assignment and employee skills.

A. General Duties and Responsibilities

1. Performance of all assignments to the best of ability regardless of type of work.
2. Responsible to foreman/supervisor for performance of assigned work regardless of day or time.
3. Responsible for planning of assignments to insure maximum productivity.
4. Responsible & accountable for proper use of all equipment tools, supplies, materials and district vehicles.
5. Responsible for advising school principal of presence on campus, purpose, effect on school operation & completion.
6. Punctuality in arriving at work.
7. Responsible for safety of self and others in area. Should be aware of potential danger of the machinery, tools and materials being used.
8. Responsible for keeping informed of new developments in employee skill area and continuously alert for better use of materials, methods and techniques.
9. Demonstrate interest in district and maintain positive attitude toward all district personnel.
10. Demonstrate conduct which will reflect favorably on self and on school district.
11. Make continuous effort to achieve personal improvements.

B. Duties and Responsibilities of Coordinators

The duties and responsibilities of grounds / custodial foremen include but are not limited to:

1. Supervision, coordination, direction and inspection of activities of workers.
2. Coordination of schedule of work with director and school officials.
3. Determination of material requirements, ordering of same & supplies for daily activities & projected future needs.
4. Scheduling of crews, workers, daily jobs and the order of crafts as needed.
5. Responsible for equipment and its maintenance, knowledge of operation and replacement of same.

6. Check work orders for complete accounting of materials used and labor hours.
7. Maintaining daily schedules/records of work.
8. Assisting in evaluation and selection of new/replacement equipment and materials.
9. Keeping informed of new developments, looking for better use of materials and methods and making a continuous effort to improve self.
10. Responsible to become aware of and warn workers of any potential danger prior to or during a job. Requiring and insisting on protective clothing/equipment being used to perform job. Providing safety training.
11. Explanation of school policies to employee as needed.
12. Demonstrating interest in district and maintaining good attitude towards all district personnel.
13. Responsible to director for performance of all duties.

C. Job Descriptions

Job descriptions are on file in the Facilities Office as well as Personnel Office.

The listed responsibilities in this manual are general, but more specific duties and responsibilities are covered by the job description for each job title.

Employees can be assigned to work in areas not covered by the job description when director finds it necessary and the employee is capable of performing the work assigned.

