

Conneaut Area City Schools

January 3, 2024

Facilities and Security Supervisor

8 hours per day

260 days per year, including 12 paid holidays

Directly responsible to the Superintendent.

General Duties:

Assures that all facilities, grounds and equipment, through the supervision of the maintenance, grounds and custodial staff, contribute to a safe, secure and healthy learning and working environment for students, staff and visitors to the district.

Proficient computer skills, knowledge of HVAC systems, electrical systems, and other industrial systems and equipment are essential to this position. Applicant must be well-organized, have good communication skills, and be able to work well with the staff and others.

Candidates may be subject to test and interview. Salary and benefits are in accordance with scale adopted by the board.

Application may be found on the district web site, www.cacsk12.org, DISTRICT FORMS AND LINKS, Applications. **Interested applicants should submit resume and application to the Office of the Superintendent, 230 Gateway Avenue, Suite B, Conneaut, Ohio 44030. This position will remain open until filled. You may also email the information to rlatherman@cacsk12.org**

Lori A. Riley
Superintendent

Conneaut Area City Schools



POSITION: FACILITIES AND SECURITY SUPERVISOR

EDUCATIONAL REQUIREMENT: High school diploma or equivalent, valid driver's license, ability to obtain CDL, supervisory experience in maintenance or custodial; and/or equivalent combination of education, training and experience

DEPARTMENT: Maintenance/Custodial/Security

REPORTS TO: Superintendent

EMPLOYMENT STATUS: Regular/Full
FLSA Status Exempt

DESCRIPTION: Assures that all facilities, grounds and equipment, through the supervision of the maintenance, grounds and custodial staff, contribute to a safe, secure and healthy learning and working environment for students, staff and visitors to the district.

NOTE: The below lists are not ranked in order of importance.

ESSENTIAL FUNCTIONS:

- Maintain respect at all times for confidential information
- Oversee the proper operation of the HVAC system
- Organize and implement a program of preventive maintenance for mechanical equipment
- Recommend purchasing, receiving, storing and distributing of all custodial-maintenance materials, supplies and equipment
- Assist in the recruitment, selection and training of new maintenance, custodial and grounds department personnel, including seasonal workers
- Work directly with Principal and Building Administrators with supervising and monitoring the custodial staff at all school district facilities
- Insure quality and quantity (inventory) of tools, equipment and supplies
- Interpret blueprints of plans and drawings for the school district buildings and grounds
- Ensure that the buildings are in compliance with fire and building codes
- Supervise and evaluate all custodial and maintenance personnel
- Responsible for the inspection, care, condition, appearance, repair and/or replacement of physical equipment, buildings, facilities and grounds
- Assist in the development of and maintain safety, security and maintenance records and reports
- Plan and direct the work of all building and grounds personnel involved in the maintenance activities on school properties and related facilities
- Conduct routine and periodic inspection of schools and facilities
- Prepare specifications and submit cost estimates of proposed work activities
- Provide in-service training for maintenance, custodial and grounds personnel on new equipment, work methods and required compliance matters
- Conduct safety inspections, accident investigations and training programs to create a safe work and academic environment for students and staff. Ensure safety procedures and rules are being followed.
- Assign, coordinate and supervise lawn mowing-snow removal, and general care of all facilities and fields associated with the schools
- Assist the building custodians and maintenance staff
- Participate in planning and managing all construction and maintenance projects in conjunction with the Superintendent. Meet with contractors, architects, engineers
- Secure quotations from outside contractors on work to be performed; coordinate and supervise such work through completion

- Establish and maintain a working relationship with public officials, public utility personnel and other school district personnel
- Supervise the maintenance and custodial work for SPARC and all athletic buildings and grounds of the district, including upgrades of each facility
- Maintain a log of all maintenance work orders and tasks performed including the time spent on the project, cost of materials, building/facility location and date
- Arrange for the coordination and distribution of supplies and purchased services.
- Promote and monitor safe workplace practices for all custodial and maintenance staff
- Supervise the record keeping of all required SDS records for the school district
- Responsible for security systems including alarm drops and proper operation of alarms (fire/security)
- Support the development of each building's Emergency Management Plan
- Support routine emergency drill planning and execution to ensure compliance with governing codes

OTHER DUTIES AND RESPONSIBILITIES

- In collaboration with the Fiscal Office, approve time cards, absences and overtime and prepare annual budgets for maintenance and custodial departments
- Work with the Superintendent to ensure facility improvement needs are identified and prioritized
- Coordinate substitute custodial coverage as needed
- Monitor inclement weather conditions and coordinate snow removal as needed
- Responsible for arranging service and maintenance of trucks, tractors, and lawn mowers
- Work with SRO's and building leadership to identify security concerns and develop solutions
- Attend local safety meetings and other meetings and in-services as required
- Administer employee discipline in accordance with the collective bargaining agreement
- Perform other duties as assigned by the Superintendent
- Respond to routine questions and requests in an appropriate manner

WORKING CONDITIONS

- Occasional exposure to infectious matter, blood, bodily fluids and tissue, and dangerous chemicals and moving parts
- Occasional interaction with disruptive children
- Occasional operation of a vehicle in inclement weather conditions
- Occasional weekend/evening/summer work
- Lift, carry, push, and pull various items as needed
- Operation of various machines; must have knowledge of computers and various programs related to maintenance

The Conneaut Area City School District is an Equal Opportunity Employer and as such does not discriminate on the basis of race, color, sex, age, religion, national origin, ancestry, disability, veteran status, marital status, or any other status protected by law.

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