

Blackwater Community School

Job Description

Job Title: Facilities Supervisor

Department: Facilities

Reports to: Principal

FLSA Status: Exempt

Prepared/Revised by: Jagdish Sharma

Prepared Date: March 25, 2025

BOT Approved Date: April 1st, 2025

Summary: Responsible for the maintenance, security, and physical condition of the school campus. Directs activities of workers engaged in operating and maintaining school facilities, equipment in buildings, and cafeteria.

Certificates, Licenses, Registrations

- Valid Arizona DPS Fingerprint Clearance Card
- Ability to Pass National Criminal Background Screen

Education and/or Experience

- High School Diploma or equivalent and six months to one- year related experience and/or training; or equivalent combination of education and experience.

Essential Duties and Responsibilities:

- Inspects school facilities for the purpose of ensuring that the facilities are suitable for safe operations, and maintained in a attractive and clean condition.
- Supervises the school's Facilities, maintenance, grounds and cleaning staff. These duties include coordination of staff's: professional growth, accountability, scheduling and teamwork.
- Plans, schedules and maintains routine preventative tasks.
- Coordinates contractors and vendors supplying construction, maintenance, grounds and cleaning services.
- Estimates the time and materials costs of proposed projects for the purpose of budgeting, planning and accountability of actual project costs.
- Conducts staff training to improve work quality, ensure safety, or ensure compliance with state/federal regulations.
- Prepares facilities for a variety of activities (special events, guest speakers, pep rallies, athletic events) including furniture arrangement and technical equipment
- Tracks and communicates status of project to ensure timely feedback and accountability.
- Directs contracted projects to verify adherence to specifications.
- Directs recording of expenses and analyzes purchase and repair costs to control expenditures.
- Coordinates with security alarm companies, environmental health inspectors and fire inspectors.
- Maintains Asbestos Management Plan and annual GRIC OSHA inspection, and environmental health inspections.
- Provides prompt attention to safety repairs/issues.
- Other duties as assigned.

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Supervisory Responsibilities

This position supervises and shares a team of employees who also work in the transportation department as school bus drivers. Responsibilities include interviewing, hiring, and training employees. Planning, assigning, and directing work. Appraising performance; rewarding and disciplining employees; address complaints and solving problems.

Skills and Abilities:

The following characteristics and physical skills are important for the successful performance of assigned duties.

- Show respect and sensitivity for cultural differences, and promote a harassment-free environment
- Active listening skills.
- Identify and resolve problems in a timely manner, gather and analyze information skillfully, and use reason even when dealing with emotional topics.
- Focus on solving conflict, not blaming; maintain confidentiality, and keep emotions under control.
- Speak clearly and persuasively in positive or negative situations, listen and get clarification, and demonstrate group presentation skills.
- Effectively present information and respond to questions from groups of managers, students, and the general public.
- Write clearly and informatively, present numerical data effectively, read and interpret written information.
- Understand business implications of decisions and aligns work with strategic goals.
- Work within approved budget and conserves organizational resources.
- Observe safety and security procedures, reports, potentially unsafe conditions, use equipment and materials properly.
- Uphold organizational values by working ethically and with integrity.
- Handle all tasks objectively, consistently and within administrative policy.
- Adapt to changes in the work environment and manage competing demands.
- Prioritize tasks for timely completion.
- Consistently be at work and on time.
- Exhibits confidence in self and others, inspire and motivate others to perform well and effectively influences actions and opinions of others.
- Address any afterhours issues pertaining to the facilities.
- Calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Strong knowledge of -email excel and Microsoft word.

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Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit and talk or hear. The employee is frequently required to go on the facilities rooftop for routine maintenance. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts; outside weather conditions and extreme heat. The employee is frequently exposed to extreme cold and vibration. The employee is occasional exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles and toxic or caustic chemicals. The noise level in the work environment is usually moderate.

I, _____, have reviewed this job description and confirm I am able to perform the essential duties of the position with or without reasonable accommodations.

Signature: _____

Date: _____