



**GREENON SCHOOL DISTRICT**  
Greenon Local Board of Education  
Job Description

Locator Index: 3.02  
Revised: February 2025

**TITLE: FACILITIES SUPERVISOR**

**GENERAL DESCRIPTION:** Responsible for managing the facilities needs of the District to ensure operating excellence and to ensure a safe, clean, and functional environment so that fully educational use of the District's facilities may be always made.

**PERFRERRED ATTRIBUTES:** Active listening, creative problem solving, and good time management skills.

**TERMS OF EMPLOYMENT:** Full-Time - 260 Days

**FLSA STATUS:** Exempt

**REPORTS TO:** Superintendent of Schools

**QUALIFICATIONS:**

1. A valid Ohio driver's license; commercial driver's license preferred, have and maintained a good driving record.
2. Adheres to all Policy, Administrative Guidelines, and Employee Handbook provisions established by the Greenon Local School District Board of Education.
3. High School diploma or equivalent.
4. Physical and mental capacity to perform the essential function of the position.
5. High ethical standards.
6. Good attendance record.
7. Possess considerable knowledge of standard practices, methods, tools equipment, materials, and supplies used in facility operations.
8. Direct experience in custodial and building maintenance tasks.
9. Direct experience in school grounds keeping related to facility operations.
10. Capable of performing heavy physical labor over a sustained period and the ability to lift 50-75 pounds.
11. Possess a State of Ohio Chemical Applicator's License/Certificate, preferred.

**PROFESSIONAL CHARACTERISTICS:**

1. Promotes cooperation and team effort through shared successes, achievement of best group outcomes and supports positive group contributions.
2. Provides positive leadership and constructive feedback to custodians in performance of custodial duties.
3. Demonstrates and fosters respect by building trust.
4. Demonstrates open thinking by generating new ideas, challenging rigid thinking and sees the big picture.
5. Communicates in a clear and logical manner.

6. Demonstrates the ability to actively listen.
7. Manages time effectively and displays a bias for action.
8. Seeks to acquire new skills and feedback. Learns from experience and applies knowledge to improve performance.
9. Fosters joint problem solving and encourages others to apply their skills.
10. In response to a request, recognizes what the issue is and gives priority to handling the stated needs.
11. Demonstrates self-confidence.
12. Demonstrates loyalty to the district.
13. Complies with all Policies, Administrative Guidelines, and Employee Handbook provisions as established by the Greenon Local School District Board of Education.
14. Complies with all applicable laws and regulations.

#### **ESSENTIAL FUNCTIONS:**

1. Maintains respect at all times for confidential information.
2. Oversees, directs and schedules the performance of all custodial work in the buildings and facilities.
3. Accepts the responsibility for the condition, appearance, of all buildings, facilities, and grounds; work with maintenance and custodial personnel to accomplish this function.
4. Conducts period inspections of the buildings and grounds to determine areas of need and standards of performance of work done by custodial staff.
5. Assists in the organization and development of training program for custodial personnel.
6. Assists in the promotion of good safety practices and procedures. Assist in planning, cleaning and work schedules for custodial staff.
7. Recommends purchase of necessary inventory for custodial and groundskeeping work to the Treasurer/CFO and Superintendent.
8. Establishes inventory system/procedures for supplies, materials, and equipment for custodial needs.
9. Keeps abreast of safety standards and regulations applicable to all buildings and grounds work through workshops and professional literature.
10. Serves as a source of information on areas involving buildings, grounds and facilities operations in general.
11. May be required to work flexible hours subject to call in and/or perform various tasks necessary under emergency conditions.
12. Performs snow plowing as directed and may be required to work flexible hours subject to call in as deemed necessary under adverse conditions.
13. Works cooperatively with building principals in establishing priorities for custodial work assignments, and for necessary groundskeeping work to be performed.
14. Coordinates all aspects of the district's facilities operations.
15. Maintains custodial and groundskeeping records and reports as required.
16. Work cooperatively with co-workers and administrative personnel with response to cleaning of facilities.
17. Demonstrates the ability to file reports, communicate effectively, and keep accurate records.
18. Demonstrates the ability to work independently, to follow oral and written instructions, and to develop and maintain effective working relationships with associates, school officials, and the general public.
19. Evaluates District custodians on a regular basis in accordance with applicable Board Policy and collective bargaining agreement provisions.
20. Keeps inventory records of facility equipment and supplies.
21. Makes requisitions for facility supplies and equipment.
22. Assigns and reports areas that need special custodial work.
23. Directs all work and assigns all tasks and job responsibilities to be completed by District custodians.
24. Ensures compliance with FLSA timekeeping and reporting requirements for District custodians.
25. Recommends all employment actions pertaining to District Custodians.
26. Recommends disciplinary action for District Custodians.

27. Provides consultation to the Superintendent during the grievance process.
28. Administers applicable provisions of collective bargaining agreement with regards to District custodians.
29. Provides input and recommendations to Board of Education through Superintendent regarding matters subject to collective bargaining applicable to District custodians.

#### **OTHER DUTIES AND RESPONSIBILITIES:**

1. Serves as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Helps instill in students the belief in and practice of ethical principles and democratic values.
3. Conducts other duties related to the Facilities Supervisor's duties as assigned by the Superintendent.
4. Demonstrate the ability to organize tasks to completion.
5. Identifies, analyzes, and problem solves.
6. Seeks to improve personal and organizational performance by measuring and monitoring outcomes.
7. Is open to change and willing to be involved in the change process.
8. Remains free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District.

#### **PHYSICAL DEMAND LEVEL/ADDITIONAL WORKING CONDITIONS:**

1. Balancing, bending, crouching, kneeling, reaching, sitting, and standing.
2. Communicating verbally.
3. Utilizing near and far distance sight.
4. Fine/gross motor manipulation.
5. Use of a traditional keyboard.
6. Exposure to adverse weather conditions and temperature extremes.
7. Exposure to blood-borne pathogens, bodily fluids, tissue, and communicable diseases.
8. Interactions with aggressive, disruptive, and/or unruly individuals.
9. Lifting, carrying, and moving work-related supplies/equipment.
10. Operating and/or riding in a vehicle.
11. Operating and/or riding in a vehicle under inclement weather conditions.
12. Traveling to meetings and work assignments.
13. Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
14. Works at various heights, in confined spaces, and/or in variable/diminished lighting.
15. Perform physical labor over a sustained period and the ability to lift 50-75 pounds.
16. Working in proximity to moving mechanical parts.

#### **EVALUATION:**

Performance of this position will be evaluated in accordance with the provisions of the Board's policy on evaluation of administrative personnel.

#### **EMPLOYEE ACKNOWLEDGEMENT:**

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

(Superintendent or designee)

(Date)

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Greenon Local School District Board of Education Personnel Policy Manual.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)