



## ASSISTANT FACILITIES SUPERVISOR AND SAFETY LIAISON

### QUALIFICATIONS:

#### KNOWLEDGE/SKILLS/ABILITIES

- Custodial supervisory experience in institutional environment
- Minimum of one (1) year of experience
- Supervisory training and experience required
- Must be able to obtain a minimum of OSHA 30 hour General Industry Training (within 90 days of employment)
- Computer proficiency including: Google Suite, Microsoft Suite and web-based programs

#### PHYSICAL DEMANDS

- Strenuous physical effort sometimes required, e.g., lifting, pulling & pushing over 50 pounds
- Climb and balance on ladders and scaffolding, kneeling, crouching and stooping
- Operate heavy power tools, small hand tools and various test equipment

#### SUPERVISION

- Head Custodians, Night Leaders, Day Custodians, Night Custodians, Material Helper, Warehouse Clerk

### REPORTS TO:

- Chief Financial and Facilities Officer, Facilities Supervisor

### JOB GOAL:

- Provides support for the ongoing needs of the building facilities teams while providing strategic initiatives for the occupational safety of primarily the facilities team
- Provides backup support to the Facilities Supervisor
- Assumes the primary responsibility of responding to alarm calls/response districtwide on evenings, weekends and holidays with the ability to flex hours as a result
- Many of the administrative tasks of this department will be supported by this role.
- It is a requirement of the position to include detailed documentation of all safety training and remediation completed.

### WORKING CONDITIONS:

- Five (5) eight (8) hour shifts over the course of a seven (7) day work week
- Other arrangement as necessary to meet the needs of District 87, pursuant to the labor agreement
- Work overtime on short notice when emergency repairs or projects require working hours other than the standard
- Works with constant physical labor
- Subject to slips and falls on wet pavements and snow-covered surfaces
- Subject to serious cuts, bumps, eye injuries, falls, burns and bruises from using equipment and materials
- Works indoors and outdoors under a variety of environmental conditions, including extreme temperature changes, changes in the lighting, excessive noise, high humidity and tight space conditions
- Subject to toxic, corrosive and flammable materials
- Receive and initiate telephone conversations to interact with both internal and external customers on a frequent basis



**BASIC DUTIES AND RESPONSIBILITIES:**

**COMMUNICATIONS**

- Communicates with administration about current developments and problems
- Initiates problem solving with the person(s) involved
- Refrains from participation in rumors or gossip which may be detrimental to District 87’s work culture
- Provides professional and helpful responses when engaging in telephone and personal contacts
- Correctly obtains pertinent information, delivers messages and forwards all information as appropriate
- Develops and presents engaging safety discussions to Facilities team members

**INTERPERSONAL SKILLS**

- Maintains a professional relationship with all internal and external customers
- Responds to service requests in a prompt and courteous manner
- Conveys genuine warmth, concern and respect for others in all encounters
- Accepts feedback non-defensively
- Promotes an atmosphere of teamwork by establishing and maintaining productive working relationships
- Provides accurate and timely feedback to team members regarding safety concerns.

**IMPLEMENTATION**

- Understands and demonstrated a working knowledge of Facilities Management Standard Management Guidelines
- Follows established safety control standards
- Maintains work area in a neat, clean and organized manner
- Effectively and efficiently utilizes resources, along with minimizing cost to the district when possible

**EDUCATION OF SELF**

- Shares knowledge and resource information with fellow staff members within the department
- Attends and actively participates in department meetings
- Takes initiative to seek out additional learning opportunities to expand knowledge base
- Established goals for personal and professional development and takes responsibility for continuing education
- Maintains currency of OSHA safety standards
- With experience targets OSHA Trainer status

**ORGANIZATIONAL SKILLS**

- Effectively and efficiently organized workload and use of own time
- Established priorities during shift assignment and is able to change and modify priorities as needed

**FLEXIBILITY**

- Recognizes shifts as inter-related and promotes cooperation by assuring a safe transition to and anticipating the needs of oncoming shifts
- Accepts responsibility of working weekends and holidays willingly and is willing to rearrange schedule to meet the district’s needs
- Willing to work extra hours or different shifts to assure a continued safe environment and/or completion of department specific projects



#### DEPENDABILITY

- Arrives to work on time, as scheduled, is punctual and adheres to established schedule
- Calls in sick per standard management guidelines
- Handles requests for both personal time and vacation per standard management guideline
- Abides by break and lunch rules
- Does not allow non-work related interruptions to interfere with completion of assigned duties

#### INITIATIVE

- Seeks out additional responsibilities, is resourceful and uses time productively
- Willing to help co-workers when own assignments are complete
- Suggests ways to improve operational efficiency of the school district

#### DECISION MAKING

- Possesses sound decision-making skills and is able to give rationale/explanation for decisions made
- Accepts responsibility for own decisions
- Considers effects of decisions on the school district

#### PROFESSIONAL IMAGE

- Presents a professional image by wearing a clean uniform and being neat in appearance
- Willingly accepts assignments within a level of competence and seeks assistance when needed
- Keeps behavior and conversation professional and appropriate to the setting

#### ESSENTIAL SKILLS:

##### GENERAL

- Completes all required safety training on an annual basis
- Develops facilities department specific safety training and initiatives to increase workplace safety.
- Recognized documentation as part of the work and completes all required paperwork to support the work order process
- Provides immediate feedback (verbal and/or written) to employees not utilizing correct safety procedures and protocols utilizing a progressive discipline model
- Maintains and uses equipment and material to prevent damage, waste and premature deterioration
- Responsible for the determination and ordering of all materials and supplies required to support day-to-day assignments
- Demonstrates effective decision making in understanding limitations of one's own abilities by requesting assistance from qualified staff and/or outside services
- Develops and understanding of the Worker's Compensation process and provides suggestions and feedback to mitigate District 87's risk profile
- Works cohesively with the Facilities Supervisor in an effort to complete all administrative tasks necessary

##### SAFETY AND SECURITY OF ALL SCHOOL FACILITIES

- Insures that a minimum of twenty (20) percent of each normal working day is devoted to providing a safe and secure environment for all individuals involved with the school system to include, but not limited to, students, parents, teachers, administrators and community members
- Safeguards all buildings, furnishings, books and apparatus contained within the school district from premature damage and misuse



**SPECIFIC RESPONSIBILITIES**

- Provides leadership support to all custodial staff on a day to day basis
- Provides input to the Facilities Supervisor for annual performance appraisals for all custodial staff
- Provides backup support to the daily planning and staffing assignments for all buildings to include school related functions as needed
- Performs daily visual inspections of the building and reports all life safety, life threatening situations in a timely manner
- Reports all needed repairs, service calls, etc., via the Facilities Management work order request system
- Actively participates in the development and implementation of the five year maintenance plan
- Assists in performing routine quality inspections of all schools for cleanliness, safety and organization
- Participates in the development and adherence to the department annual expense budget
- Actively participates in the development and improvement of Standard Management guidelines
- Actively participates in the snow/ice removal process, which includes the clearing and salting of all sidewalks and bus lanes around the schools
- Provide backup support to Facilities Supervisor in their absence
- May be asked to provide building level support in the case of unfillable absence
- Develops and fosters a districtwide safety initiative and incentive program
- Assumes primary responsibility for alarm calls

**OTHER DUTIES**

- Performs other duties as designated by the Chief Financial and Facilities Officer and Facilities Supervisor