

PHYSICAL DEMANDS: The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions. Persons performing service in this position classification will exert 5 to 100 pounds of force frequently to lift, carry, push, pull or otherwise move objects. Must have an adequate range of motion in the upper extremities. This type of work may involve ascending and descending ladders, stairs, scaffolding, and ramps, and will involve walking or standing for extended periods. Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate equipment and use hand tools, and handle and work with various materials and objects are important aspects of this job. Exposure to hot, cold, wet or windy conditions caused by weather may occasionally be experienced. Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the job.

I have read and understand this position description.

Employee Signature

Date

PROFESSIONAL JOB DESCRIPTION

POSITION TITLE: Building Manager

PURPOSE: Perform duties and responsibilities involved with the safe operation of the school district maintenance and custodial departments.

REPORTS TO: Facilities Director

PRIMARY RESPONSIBILITIES:

- Ensure management and safe operation of custodial services.
- Ensure timely responses to school-wide custodial requests.
 - Janitorial duties when needed
 - Assist with building maintenance as needed
- Maintaining, ordering and managing within a consistent system for Moffat School inventory for custodial services.
- Scheduling and oversight of janitorial staff
- Help manage the use of the building by the public.
- Assist and schedule the routine disinfection of school
- Help maintain storage units
- Must be able to communicate and work closely with the facilities director.
- Seasonal duties-
 - Winter maintenance- Early morning snow removal, sporting events support, deep cleaning during breaks, small projects, etc.
 - Summer maintenance- Deep cleaning of classrooms, waxing of floors, painting, steam cleaning, summer projects as assigned, furniture moving, etc. Support as needed with irrigation, lawn care and maintenance of grounds, etc.
- Manage the custodial portion of the teacher inventory/check out sheets
- Ensure custodial operations are carried out in a timely manner.
- Be involved with the school safety team as needed.
- Conduct routine inspections of the school building to maintain high standards of cleanliness and safety
- Display initiative in increasing the effectiveness of the custodial department.
- Be courteous in all dealings with parents, students and employees. Represent the district in a positive way, both on duty and in connection with school activities, even though the employee may not be officially on duty.
- Be familiar with and follow all FERPA (Family Educational Rights & Privacy Act) and HIPAA (Health Insurance Portability and Accountability Act) laws and requirements.
- Perform all other duties as may be assigned. This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with this position.

REQUIREMENTS: Must be at least 21 years of age with a high school diploma or equivalent; at least two years of prior experience in facilities with supervisory experience; must have valid driver's license and pass background and drug tests. Employment must be approved by the School Board of Education and employees must adhere to the District's Drug Free Workplace Policy.

SPECIFIC SKILLS PREFERRED: Computer and overall technology experience, strong organizational skills, keen attention to detail, strong interpersonal and problem-solving skills, leadership and coaching skills, and prior experience in building operations.