

**WARE PUBLIC SCHOOLS
JOB DESCRIPTION**

TITLE OF POSITION: Director of Buildings and Grounds Maintenance

QUALIFICATIONS: Appropriate licensure, certification, experience or education. Familiarity with general computers operations, use of e-mail and access to the web preferred.

REPORTS TO: Superintendent

JOB MISSION: Health/Safety and student achievement. Maintain staff relationships with building principals. To assist in the development, administration, and implementation of an organized and effective program for school buildings and grounds maintenance and repairs

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Directly Supervises Working Supervisor of Custodians/Grounds, Maintenance Mechanic
- Directly supervises the overall program of maintenance and repairs of all school buildings, facilities and grounds
- Coordinates and cooperates with the Director of Business Services in the supervision of all projects, service requirements and other contractual services regarding the general operation and maintenance of the school plant
- Coordinate and cooperate with the Director of Business Services in the development of a five year facility management plan including budgets for each facility under the control of the School Committee
- Coordinates adherence to AHERA, MSDS, OSHA, EPA, and any other federal, state or local regulations for health and safety of maintenance personnel and building occupants
- Coordinates with and assists the Director of Business Services in the preparation of specifications and bid conditions for all operation/maintenance capital equipment purchases and service contracts (i.e. trash removal, snow plowing, lawn mowing) requiring such bids by law or by Ware School Committee policy
- Coordinates and cooperates with the Director of Business Services in developing and implementing long range plans of school plant needs
- Coordinates and cooperates with the Director of Business Services to maintain an inventory of all capital equipment
- Coordinates and cooperates with the Director of Business Services to establish and maintain a comprehensive file of all plans, blueprints and instructions related to physical facilities
- Coordinates and assists the Director of Business Services in the preparation of budget requests for maintenance, operation and physical facility improvement programs
- Coordinates and assists the Director of Business Services in the purchase of all supplies and equipment needed for operation and maintenance of school buildings, facilities and grounds

- Approves time off for maintenance staff, evaluates performance of maintenance staff and disciplines such staff where appropriate (unless there are recommendations regarding discipline)
- Is involved in the interviewing and hiring of maintenance staff and buildings and grounds personnel
- Evaluates and supervises Custodial Supervisor
- Coordinates and cooperates with the Building Principals and/or the Superintendent/designees in the supervision of all functions and work activities in the operation and maintenance of school plant equipment and grounds
- Supervises the planning and preparation of any special buildings and or grounds arrangements required for school district sponsored events
- Assists and coordinates with the Building Principals and/or the Superintendent/designee in the screening, interviewing and hiring/appointment of all school custodian personnel
- Assists and coordinates with the Building Principals and/or the Superintendent/designee in the standardization and administration of personnel policies, levels of cleanliness, health and personnel safety and campus safety/security
- Assists and coordinates with the Building Principals and/or the Superintendent/designee in the administration of personnel policies and the performance evaluations of custodian personnel
- The Director shall attend the meetings of the Ware School Committee as necessary
- The Director shall attend the meetings of the Ware School Committee sub-committees as necessary
- The Director shall act as liaison between the Ware School Department and other Town Departments if/when necessary as assigned
- Abides by and implements all procedures as directed by federal, state and/or local agencies
- Completes and files all reports as required and/or requested by federal, state and/or local agencies
- Seeks grants to address various facilities issues
- Performs related and appropriate work as assigned by the Superintendent

2017-2018

WARE PUBLIC SCHOOLS
JOB DESCRIPTION

TITLE OF POSITION: Assistant to the Director of Buildings and Grounds

QUALIFICATIONS: Appropriate licensure, certification, experience or education. Familiarity with general computers operations, use of e-mail and access to the web preferred. Must be able to direct custodians and grounds people in all phases of the school cleaning procedures. Ability to understand and implement basic operating instructions. Demonstrated aptitude and/or appropriate experience for successful completion of the duties and responsibilities of the position. Such alternatives to the above qualifications as the Superintendent of Schools may find appropriate and acceptable

REPORTS TO: Director of Buildings and Grounds/Superintendent

JOB MISSION: Health/Safety and student achievement. To assist in the development, administration, and implementation of an organized and effective program of school buildings, maintenance and repairs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Custodian Supervision:

- Provide supervision in the cleanliness and maintenance of the physical facilities that will provide for a safe, clean and habitable environment. Gives work direction to permanent and part-time/temporary custodial employees
- Works under the *general supervision* of the Superintendent of Schools and/or designee (i.e. the Director of Buildings and Grounds)
- Administers personnel policies and the performance evaluations of custodial personnel
- Evaluates the performance of custodial personnel, discipline or recommends disciplinary action
- Schedule and approve/disapproval of time off along with Director of Buildings and Grounds
- Coordinates with and assists the Director of Building and Grounds in the preparation of the budget for supplies and equipment needed for maintaining the school buildings and grounds
- Provides leadership and training for all custodial staff
- Works with building principals and other responsible officials with planning for the carrying out of special set up requirements
- Prepares and completes cleaning schedule for the areas assigned, within the frequency requirements provided
- Possesses a basic understanding of the chemicals and processes used in the cleaning schedule. Keeps all MSDS forms available and requires all custodial staff to read. All necessary safety equipment) masks, goggles, etc.) must be kept at each building
- Works directly with system wide full and part-time custodians as well as summer help; some weekend and night hours required

- Maintains an inventory of equipment and supplies and makes recommendations for the purchase of said items
- Maintains all power equipment belonging to the grounds and custodial departments
- Performs related and appropriate work as assigned by the superintendent/designee

Groundskeeper/Custodian Supervision:

- Fields will be mowed twice a week in the spring to maintain properly and control weed growth
- Marking of the fields. This is eight (8) hours for football and soccer separately. Once they are laid out then they will be maintained at least once and possible twice a week depending on the sports schedules
- Baseball fields must be lined for each game or if using paints at least twice a week. Baseball field infields require constant grooming to keep the surface safe and playable also to control weed growth. These fields will be top dressed on a weekly to monthly basis to keep proper grading
- Irrigating fields require proper irrigation and monitoring to make sure they are not over watered or under watered
- The regular school grounds will be maintained on a regular schedule to keep the grounds in excellent operating condition
- Keeping up with safety regulations and maintenance of the equipment
- Parking lot maintenance – sweeping and cleaning of debris, minor maintenance
- Maintains all fields, upkeep, seeding, grooming etc.
- Grounds personnel-maintain equipment on a regular preventative maintenance program
- In the winter months the grounds/custodian supervisor will be responsible for sanding and plowing of school roads, parking lots, walkways and entryways
- During the winter months equipments overhauled to keep the equipment in proper operating condition for the spring
- Winter months – assist the maintenance supervisor with basic maintenance
- Spring sports; water, feed, and edge the school athletic fields, (seasonal)
- Scarify and rake out base paths and infield on the softball and baseball fields.
- Paint and /or chalk foul lines, batters boxes and base coaches. Install bases when needed. (Game day set up)
- Fall sports; soccer fields will be painted with proper lines as needed for practice and games. (Game day set up, install nets on goal frames, corner flags, have the game field ready). Football field will have the proper line grid painted on it, along with hash marks and stenciled with yard number. (Game day set up, install goal post wraps, yard line markers and end zone pylons. Also the athletic field area will be opened and closed by responsible personnel. This may also include the lighting systems)
- The functions in Fall sports (above) may also have to be done at the Pumping Station, as high school sports may still be played or practiced there. (Baseball practice and games, soccer practice and games, and football practice)

- General Maintenance of all field accessories including the stands, the scoreboard, the line-painting machine, the watering system, and any machinery and or tools used to do the job
- Also the field activities require litter pickup, and trash removal after any game played there
- Other duties as assigned by the Superintendent of Schools/designee (i.e. the Director of Business Services)
- Maintains all licenses
- All repairs to irrigation system as needed
- All repairs to athletic field as required

SPECIAL QUALIFICATIONS:

- Maintain Massachusetts State Pesticide License

2017-2018

**WARE PUBLIC SCHOOLS
JOB DESCRIPTION**

TITLE OF POSITION: Grounds Keeper/Painter/Carpenter

QUALIFICATIONS: Appropriate licensure, certification, experience or education. Familiarity with general computers operations, use of e-mail and access to the web preferred.

REPORTS TO: Director of Buildings and Grounds Maintenance

JOB MISSION: Health/Safety of students and support of campus maintenance.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Demonstrated aptitude and/or appropriate experience
- Assists in mowing and all landscaping duties and preparing athletic fields
- In winter months assist with snow removal
- Must be willing to work flexible hours, evenings and weekends as required
- Maintain tools and equipment used in the performance of his duties
- Perform other related duties as assigned by the Building and Grounds Director or Custodian/Grounds Coordinator.
- Perform other tasks of interior/exterior painting, prep walls, repair sheetrock. Taping, applying compound etc. and improve the order and appearance of the school buildings.
- Regular and punctual attendance is an essential function of this position.

SPECIAL QUALIFICATIONS:

- This person must have experience in all phases of painting, grounds keeping and carpentry
- Required to work alone with minimal supervision
- Must have a comprehensive working knowledge of all phases of carpentry and minor construction, repair and maintenance of counters, cabinets, benches, shelving, and minor structural woodwork as necessary

2017-2018

WARE PUBLIC SCHOOLS
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TITLE OF POSITION: Maintenance Mechanic

QUALIFICATIONS: Appropriate licensure, certification, experience or education. Familiarity with general computers operations, use of e-mail and access to the web preferred.

REPORTS TO: Director of Buildings and Grounds Maintenance and/or Working Supervisor of Custodians and Grounds

JOB MISSION: Health/Safety of students and support in campus maintenance.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Receives work assignments from the Director of Building and Grounds Maintenance
- Must possess a working knowledge of HVAC, Mechanical Systems, Plumbing and minor Electrical
- Ability to work cooperatively with others
- Assists in dismantling of machines performing repairs that primarily involve the use of hand tools, replacing broken or defective parts, assemble equipment and make all necessary adjustments for operation
- Assists in electrical installations; minor plumbing as required
- Responsible for performing predictive and preventive maintenance
- Contributes to recognition of mechanical equipment problems, reporting such problems to appropriate supervisor on a timely basis
- Minimizes personal injury to all school personnel and damage to school equipment by maintaining constant mental and physical alertness and safe work habits
- Provides grounds maintenance assistance to the Working Supervisor of Custodians and Grounds
Coordinator as required: snow removal, grass cutting, fall and spring cleanup, etc
- Be available for all emergencies as required and for emergency call-in
- Performs all other duties and responsibilities as assigned

2017-2018

**WARE PUBLIC SCHOOLS
JOB DESCRIPTION**

TITLE OF POSITION: School Custodian

QUALIFICATIONS: Valid drivers license, familiarity with general computers operations, use of e-mail

REPORTS TO: Custodial Supervisor and Director of Buildings and Grounds Maintenance

JOB MISSION: Health/Safety and student achievement.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- To perform the regular duties of a custodian in all school buildings and appurtenances as required by the school building principal or custodial supervisor
- Knowledge of custodial work to include the proper use of supplies and the proper techniques in using them on various surfaces
- Wear proper protection when necessary (gloves, glasses, etc.) and be familiar with the location and use of MSDS sheets
- Ability to use, operate, and care, for custodial equipment (vacuum cleaners, floor machines, etc.)
- Ability to make minor repairs of furniture and other building equipment, including plumbing, heating and electrical fixtures
- Ability to follow written and oral instructions
- Ability to maintain harmonious relationships with colleagues
- Is physically fit to perform a variety of manual tasks
- Have a neat appearance; and have good moral character.
- Keep the building as clean and safe as possible
- Must be able to lift 50 pounds
- Must be able to work overtime when needed and be flexible to work different shifts as requested

2008-2010