

## **SERIES 500 - PERSONNEL**

### **Support Staff Job Descriptions and Evaluation - 560**

#### **Job Description and Evaluation for the Head of Maintenance (562.1)**

##### **BASIC FUNCTION**

The basic function of the Head of Maintenance is to oversee the upkeep of the buildings and grounds of the Norwalk-Ontario-Wilton School District.

##### **REPORTS TO**

The Head of Maintenance shall report to the Superintendent.

##### **RESPONSIBLE FOR**

The Head of Maintenance is responsible for the general maintenance and cleaning of the buildings and owned and operated by the Norwalk-Ontario-Wilton School District. The Head of Maintenance is also responsible for proper maintenance and upkeep of utility systems on school district property, and proper grooming and care of the grounds, and school owned items (playground equipment, athletic facilities) which are part of the grounds.

##### **SPECIFIC RESPONSIBILITIES**

###### **A. Personnel**

1. Schedules the work times of all custodial staff for most efficient use of time.
2. Schedules workloads and determines responsibilities for all custodial staff.
3. Handles the arrangement of custodial workload during emergency situations which lead to overtime.
4. See that custodial staff has proper training in assigned tasks.

###### **B. Managerial**

1. Schedules maintenance projects.
2. Monitors maintenance and cleaning budget.
3. Orders all cleaning and maintenance items.
4. Contacts vendors to receive bids on maintenance projects.
5. Completes all requisitions and purchase orders in relation to ordering cleaning and maintenance items.
6. Tracks vendor work within the district for timely completion.
7. Tracks custodial work within the district for timely completion.

8. Presents annuals maintenance projects and bids to the Superintendent for budgeting and approval.
9. Attends appropriate training sessions for utility and maintenance needs of the district.
10. Works with CESA #10 personnel in environmental work contracted by the school district.

**C. General Cleaning and Custodial Duties**

1. Cleans restrooms.
2. Cleans lockerrooms.
3. Pick-up recyclables.
4. Perform maintenance within the buildings as needed.
5. Wash, dry, and fold towels as needed throughout the school day.
6. Remove garbage from the school and take to dumpsters daily.
7. Cut-up recycled cardboard.
8. Remove rust from showers, sinks, and toilet bowls.
9. Sweep hallways and clean glass as needed throughout the day.
10. Change and replace lights and ballast.
11. Maintain fans and compressors.
12. Change filters in heaters.
13. Change locks on lockers.
14. Repair minor electrical problems within the school buildings.
15. Repair minor plumbing problems within the school buildings.
16. Scrubs and waxes floors.
17. Maintains custodial equipment owned by the district.

**D. Miscellaneous**

1. Take water samples and submit to the state for testing.
2. Maintain and keep records on the sewer system.
3. Check boilers and insure all systems are running.
4. Check the school district's well.
5. Fill milk cooler from storage coolers.
6. Stores food delivered to school for food service program.
7. Delivers food for school lunch to elementary school.
8. Handle heavy cases of food for the food service staff.
9. Mows, rakes, and trims yards and grounds.
10. Removes snow.
11. Perform all reasonable tasks at the request of the Superintendent.

**EVALUATION OF THE HEAD OF MAINTENANCE**

The evaluation of the Head of Maintenance will be done annually, prior to June 30, by the Superintendent. The person employed in this position will be evaluated on the duties outlined in this policy, the general employability skills that consist of attendance, attitude,

the ability to work with others, and work ethic. A narrative must be written as the evaluation instrument concerning general employability skills. When evaluating the duties outlined in this policy, the Superintendent may write a narrative, or use a rank-order scale to evaluate how the Head of Maintenance is performing each task listed. If a rank order scale is utilized, the following values will be used to determine employee performance:

- 5 = Exceptional
- 4 = Very Good
- 3 = Above Average
- 2 = Average
- 1 = Poor

The Head of Maintenance will be given an opportunity on the evaluation to write responses to any comments made on the evaluation. Either party involved in the evaluation process may call for a face-to-face meeting over the evaluation. The Head of Maintenance must return a signed evaluation to the Superintendent within five business days after receiving the evaluation

Adopted: 8/13/07