

**Cape Girardeau Public School District No. 63**  
**Job Description**

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**Job Title:** Assistant Facilities Supervisor

**Terms of Employment:** 12 month contract; 260 days

**FLSA Status:** Exempt

**Reports to:** Facilities Supervisor and Building Principal

**Brief Description of Position:**

The Assistant Facilities Supervisor is responsible for providing support to the Facilities Supervisor in maintaining facilities and equipment for students, staff, and the public in safe operating condition. This position will provide assistance in the supervision and coordination of maintenance crews and activities.

**Required Qualifications:**

- High school diploma or equivalent
- Job related experience with increasing levels of responsibility
- Ability to work on multiple projects at once
- Ability to communicate clearly and concisely, both orally and in writing
- Ability to maintain confidentiality at all times
- Demonstrate excellent organizational and planning skills; including ability to prioritize
- Ability to work with others on multiple tasks/projects and complete assignments with specified deadlines
- Ability to lead and offer guidance to others
- Ability to work with a wide diversity of individuals
- Ability to meet deadlines and to manage time appropriately
- Ability to fix/maintain equipment used by the facility.

**Desired Qualifications:**

- Experience in fixing machinery and equipment
- Post-secondary training in a trade
- Commercial Driver's License (CDL)

**Essential Duties and Responsibilities:**

- Assists in reviewing, interviewing, recommendations for hiring, and evaluating employees for the purpose of building and maintaining a qualified and effective work force.
- Assists maintenance staff in performing maintenance, repairs, renovations, and operations of buildings, equipment, and systems for the purpose of asset preservation and providing a safe and functional environment.

- Assumes duties and responsibilities of maintenance supervisor in his/her absence for the purpose of providing continual and seamless maintenance operation services.
- Attends meetings, seminars, and courses for the purpose of acquiring knowledge and conveying necessary information related to maintenance staff functions.
- Communicates with various individuals (e.g. students, parents, staff, patrons, volunteers, contractors, regulatory agencies, interagency contacts, professional service providers) for the purpose of coordinating and facilitating work projects and relaying necessary information.
- Diagnoses malfunctions and determines repairs, service, and/or maintenance requirements of equipment and facilities for the purpose of ensuring proper operations.
- Evaluates structures, equipment, and utility systems as necessary for the purpose of identifying repair and/or replacement needs and developing solutions to system problems.
- Monitors work performance and provides direction and support to maintenance staff as necessary for the purpose of assisting them in the successful completion of their work and achieving a high level of performance.
- Participates in the daily coordination of work performed by the maintenance staff (e.g. prioritize, assign, schedule) for the purpose of ensuring that essential building maintenance services are provided and work assignments are completed efficiently.
- Performs recordkeeping functions and processes data for the purpose of assigning work, tracking resources, and documenting activities.
- Prepares and/or reviews contract documents for purchase and delivery of equipment, materials, supplies and services for the purpose of coordinating requisition of required materials and services.
- Prepares written material (e.g. correspondence, reports, estimates, schedules, spreadsheets, requisitions, electronic mail) for the purpose of maintaining records and conveying information.
- Provides leadership in the support of Battle Ground School District policies, procedures, goals, directives, priorities, and decisions for the purpose of complying with district requirements and providing a positive and harmonious work environment.
- Provides training (e.g. maintenance, operations, equipment, safety) for the purpose of providing instruction and communicating goals, expectations, and procedures.
- Responds to emergency situations for the purpose of resolving immediate safety, operations, and logistical concerns.
- Reviews, validates, updates, and creates CAD drawings, blueprints, schematics, O&M manuals, and reports for the purpose of acquiring knowledge and recording data as necessary.
- Transports various items (e.g. tools, equipment, supplies, etc.) for the purpose of ensuring availability of resources required at respective job sites.
- Utilizes standard office equipment and computer software programs for the purpose of preparing, maintaining, and conveying information.

- Performs other duties as assigned by supervisors.

**Physical Demands/Environmental Factors:**

- Ability to work in a climate controlled building, as well as in inclement weather.
- Ability to stand, walk, and move around for long periods of time.
- Ability to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to communicate, effectively and efficiently with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
- Ability to exert up to 30 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Ability to lift, bend, stoop, pull, grasp, and move objects of various shapes and sizes.
- Ability to travel between multiple locations.
- Occasionally subjected to vibrations, mechanical and electrical hazards, Atmospheric conditions occasionally include fumes and dust. Caution necessary to avoid harm from misuse of chemicals.

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The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Board of Education and Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Human Resource Coordinator

Reviewed August 2013

