

Cape Girardeau Public School District No. 63 Job Description

Job Title: Facilities Supervisor

Terms of Employment: 12 month contract; 260 days

FLSA Status: Exempt

Reports to: Assistant Superintendent, Administrative Services

Brief Description of Position:

The Facilities Supervisor is responsible for serving as the district representative in planning and developing facilities and new construction; ensuring that jobs are completed efficiently and within regulatory guidelines and projected deadlines; and monitoring the annual budgets for the department.

Required Qualifications:

- High school diploma or equivalent
- Community College and/or Vocational School degree with study in job related area
- Job related experience with specialized field 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:

- Attends various meetings for the purpose of addressing liability concerns, providing and/or receiving information.
- Develops and monitors the annual budget for assigned departments for the purpose of ensuring that expenditures are within budgetary limitations.

- Develops long and short range maintenance plans/programs, (e.g. emergency response plans, energy management plans, etc.) for the purpose of ensuring that the district resources are effectively utilized.
- Inspects new construction, repair work, projects, equipment, daily maintenance and supplies for the purpose of ensuring that jobs are completed efficiently and that specifications for capital improvements are within local/state/federal regulations.
- Prepares a variety of reports and documents (e.g. state mandated reports, bid specifications, correspondence, etc.) for the purpose of providing necessary information to local/state/federal agencies and appropriate district personnel and/or developing construction contracts.
- Researches new products, laws, materials, equipment, supplies, regulations, etc. for the purpose of recommending purchases, contracts and maintaining district wide services.
- Reviews and approves inspection reports and payment requests for the purpose of ensuring that work is completed within specifications, budget allowances, and conforms to local/state/federal regulations.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Performs other duties as assigned by Assistant Superintendent, Administrative Services.

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.

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