

**SCHOOL DISTRICT OF BAYFIELD**  
**SUPERVISOR OF BUILDINGS AND GROUNDS**

**QUALIFICATIONS:**

- (1) Graduation from a standard or vocational high school and three years experience in the maintenance trades area; preferably with at least two years of supervisory experience;
- (2) Working knowledge of custodial cleaning and building maintenance materials and methods, including electrical, plumbing, carpentry, heating, vehicle maintenance, transportation, and other major equipment in the district;
- (3) Knowledge of safety requirements in playground recreational equipment and areas of public access and common public use;
- (4) Ability to plan and organize projects;
- (5) Ability to supervise, evaluate and dismiss employees if necessary;
- (6) Ability to communicate effectively verbally and in writing;
- (7) Knowledge and skill in maintaining and ordering of inventory, supplies and materials for the district;
- (8) Possession of a valid Wisconsin driver's license;
- (9) This position includes the ability to work well with district staff and the general public in an effective and courteous manner;
- (10) Knowledge of building codes.

**REPORTS TO:**

District Administrator

**PERFORMANCE RESPONSIBILITIES:**

1. Assigns work to building custodians and other employees as needed;
2. Arranges and assigns work to substitute custodians;
3. Coordinates work projects with the District Administrator as necessary;
4. Conducts periodic inspections of the buildings and equipment in the District;
5. Performs necessary cleaning and maintenance work throughout the buildings;

6. Performs preventive maintenance on mechanical equipment; including heating equipment, ventilating equipment, motors and pumps. Oils moving parts, replaces belts and filters, performs similar preventive maintenance tasks;
7. Perform fire drills in according to state statutes;
8. Perform fire inspections of building and inform staff of fire code violations;
9. Supervise transportation to include district vehicles, bussing, and transportation to the island;
10. Conduct Buildings & Grounds/Safety meetings as needed;
11. Seeks bids, quotes and proposals related to buildings and grounds as directed by the District Administrator;
12. Performs plumbing work such as repairing leaking faucets and valves, showers, unclogging sinks and commodes and similar work;
13. Performs electrical work such as replacing light switches and receptacles, changing ballasts, lighting fixtures and related items;
14. Administering the technological aspects of the position including but not limited to the computerized heating and cooling systems as well as those associated with the Recreation Center;
15. Performs related work and other duties as required or assigned by the District Administrator.

#### REQUIREMENTS OF THE ESSENTIAL FUNCTIONS:

1. Must be capable on a continuous basis to:
  - a. Step, climb, walk and utilize repetitive movement of both legs;
  - b. Reach, grasp, grip and utilize repetitive movement of both hands;
  - c. See with both near and far visual acuity;
  - d. Communicate verbally and in writing.
2. Must be capable on a frequent basis to:
  - a. Lifting from floor to waist items or objects weighing up to 25 lbs;
  - b. Lifting from waist to shoulder items or objects weighing up to 25 lbs.
3. Must be capable on an occasional basis to.
  - a. Lift from floor to waist items or objects weighing up to 50 lbs;
  - b. Carry items or objects weighing up to 50 lbs;
  - c. Lift from waist to shoulder items or objects weighing up to 50 lbs;

d. Wear and utilize a respirator as per state and federal guidelines.

APPROVED: April 12, 2004  
REVISED: February 14, 2011