

**HILLSBORO SCHOOL DISTRICT 1 J**  
**JOB DESCRIPTION**  
**Supervisor - Facilities and Maintenance**

**IMMEDIATE SUPERVISOR: Executive Director of Facilities, Safety, and Operations**

**GENERAL DUTIES**

Supervise District maintenance services including building projects and staff to ensure that all District facilities and equipment function properly, meet the needs of educational activities and programs, and remain in sound operating condition. Oversee and coordinate environmental safety programs to ensure District, State, and Federal regulations are met.

**ESSENTIAL REQUIREMENTS**

- A. Two years of college or business school or equivalent training
- B. Three years' experience in work related to facilities and maintenance including supervisory experience
- C. Thorough knowledge of mechanical requirements including building codes and electrical codes for the State of Oregon
- D. Considerable knowledge of the principles, practices, and methods related to the maintenance program
- E. Position may require additional licenses or certifications
- F. Demonstrated ability to effectively communicate orally and in writing
- G. Possession of a current Oregon Drivers License issued by the State Department of Motor Vehicles
- H. Ability to establish and maintain effective working relationships with other employees, representatives or outside agencies and the general public
- I. Demonstrate the ability to develop budgets for O & M remodels and new construction
- J. Ability to effectively work and communicate with students, parents, and school personnel from diverse cultures or backgrounds in English, Spanish, or other languages related to the job
- K. Maintain integrity of confidential information relating to students, staff, or district patrons
- L. The ability to work harmoniously with others.

**ESSENTIAL RESPONSIBILITIES**

- A. Plans, directs and supervises the activities of the District's maintenance department including building alterations and grounds improvements
- B. Assists in the budget development process
- C. Work cooperatively with licensed and non-licensed staff
- D. Responsible for recommending contracts for work performed by outside contractors including inspection of work and approval of disbursements
- E. Coordinates maintenance and alteration projects with school administrators, Facility Supervisor-Custodial, and Safety Specialist

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- F. Coordinates daily operations of maintenance activities with the District to ensure efficient and effective services, analyzes daily operations to improve services; makes changes in schedules and priorities as needed within the scope of his/her authority
- G. Investigates problems and complaints and resolves matters within scope of authority; identifies potential problems and recommends solutions; responds to emergency situations as needed
- H. Prepares plans, specifications, and cost estimates for maintenance projects including building and grounds projects
- I. Directs and implements energy conservation program
- J. Interviews, recommends hiring, trains, and recommends termination of maintenance department personnel
- K. Evaluates employee performance
- L. Provides input to the facility planning process and works to maintain a quality interface with this department
- M. Supervises and evaluates Maintenance Department staff; participates in the scheduling and assigning of work; participates in personnel selection and evaluation of maintenance staff, provides training to employees and assures that proper safety practices are followed
- N. Assures compliance with policies, laws and standards relative to program area
- O. Cultivate and model a respectful working and learning environment

This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's goals.

**PHYSICAL REQUIREMENTS FOR ESSENTIAL RESPONSIBILITIES**

In 8-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)

O – Occasionally (.5 – 2.5 hrs per day)

F – Frequently (2.5 – 5.5 hrs per day)

C – Continually (5.5 – 8 hrs per day)

NA – Not Applicable

| <b>Physical Requirements</b>                        | <b>NA</b> | <b>R</b> | <b>O</b> | <b>F</b> | <b>C</b> |
|---|-----------|----------|----------|----------|----------|
| Sitting   |           |          |          | <b>X</b> |          |
| Stationary Standing                                 |           |          | <b>X</b> |          |          |
| Walking (level surface)                             |           |          |          | <b>X</b> |          |
| Walking (uneven surface)                            |           |          | <b>X</b> |          |          |
| Crawling  |           |          | <b>X</b> |          |          |
| Crouching (bend at knees)                           |           |          |          | <b>X</b> |          |
| Stooping (bend at waist)                            |           |          |          | <b>X</b> |          |
| Twisting (knees/waist/neck)                         |           |          | <b>X</b> |          |          |
| Turn/pivot  |           |          | <b>X</b> |          |          |
| Climbing (stairs)                                   |           |          | <b>X</b> |          |          |
| Climbing (ladder)                                   |           |          | <b>X</b> |          |          |
| Reaching overhead                                   |           |          | <b>X</b> |          |          |
| Reaching extension                                  |           |          | <b>X</b> |          |          |
| Repetitive use arms                                 |           |          |          | <b>X</b> |          |
| Repetitive use wrists                               |           |          |          | <b>X</b> |          |
| Repetitive use hands grasping                       |           |          |          | <b>X</b> |          |
| Repetitive use hands squeezing                      |           |          |          | <b>X</b> |          |
| Fine manipulation                                   |           |          |          | <b>X</b> |          |
| Using foot control                                  |           |          | <b>X</b> |          |          |
| *Pushing/Pulling<br>Maximum weight: <b>50 lbs.</b>  |           |          | <b>X</b> |          |          |
| *Lifting/Carrying<br>Maximum weight: <b>50 lbs.</b> |           |          | <b>X</b> |          |          |

\*Identify items typically moved: \_\_\_\_\_

\_\_\_\_\_

**WORK PLACE EXPECTATIONS**

- A. Work effectively with and respond to people from diverse cultures or backgrounds
- B. The employee will demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean, and appropriate professional manner for the assignment and work setting
- C. Have regular and punctual attendance
- D. Confer regularly with immediate supervisor and work under direction of licensed staff
- E. Follow all District policies, work procedures, and reasonable requests by proper authority.

**EMPLOYEE STATEMENT**

“I have reviewed the above position and understand its contents.”

“I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents.”

“I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s).”

\_\_\_\_\_  
Employee Name (print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**Pay Grade:** Super/Tech – Pay Grade E  
**Last Revised:** May 2015

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