

# WALTON COUNTY SCHOOL DISTRICT

## POSITION DESCRIPTION

### SCHOOL PLANT MANAGER

#### QUALIFICATIONS:

1. High school diploma or equivalent.
2. Minimum of two (2) years' experience in maintenance/custodial work.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Principal

**SUPERVISES:** School Custodial Employees

#### POSITION GOALS

Provide students with a safe, attractive, comfortable, clean, and efficient place in which to learn, play, and develop.

#### PERFORMANCE RESPONSIBILITIES:

1. Supervises and instructs custodial personnel in the safe, proper, and efficient use of all equipment and procedures.
2. Supervises training of new custodial employees. Plans, assigns, supervises, and inspects work of custodial staff. Makes recommendations for disciplinary actions. Confers with the Principal regarding any personnel problems. Arranges for substitutes when required.
3. Completes paperwork (time sheets, leave forms, evaluations, etc) on all personnel in assigned area.
4. Assists the Principal with interviewing of custodial applicants.
5. Performs school maintenance duties, such as repairing pipes, faucets, lights, doors, locks, equipment, chalkboards, and other minor maintenance needs of the school.
6. Records all custodial maintenance requisitions for the storeroom. Orders all supplies and conducts periodic inventories of supplies.
7. Keeps information logs on air filter changes, school keys, chemicals, school board vehicles, and other data requested by the Principal.
8. Has a working knowledge of the fire alarm system, heating and cooling system, and intercom and clock system. Makes minor repairs and reports problems to the district maintenance department.

9. Reports immediately to the Principal any problems regarding unsafe conditions or accidents in relation to personnel.
10. Assist with custodial duties as needed to include vacuuming, cleaning, garbage pickup, waxing, lawn and ground care, etc., as assigned by the Principal.
11. Performs all bookkeeping responsibilities as required by the Principal. Completes all required reports. Keeps all records in relation to the school facilities.
12. Works with Maintenance Coordinator to obtain supplies and equipment needs, instructions on repairs, and school requests for district assistance.
13. Continues to work to improve knowledge and competence in relation to position.
14. Performs other duties as assigned by the Principal.

**TERMS OF EMPLOYMENT:** Twelve months unless otherwise designated by the Board. Salary to be based on the Board adopted non-instructional salary schedule.

**EVALUATION:** Performance of this position will be evaluated annually by the Principal in accordance with the Board policy for evaluation of non-instructional personnel.