

MAINTENANCE SUPERVISOR/CUSTODIAN

Saint Agatha School, a PreK-Gr. 8 elementary school in Milton, is seeking a FT Maintenance Supervisor. The Maintenance Supervisor oversees and supervises all aspects of maintenance in a safe and effective manner. This includes insuring that the building is a safe and clean environment at all times and involves the active monitoring of all cleaning contracts and system sub-contractors engaged to do work within the school building.

MAJOR POSITION RESPONSIBILITIES AND REGULAR ACTIVITIES

A. General Cleaning/Maintenance Functions

- 1.Schedules, instructs and monitors the cleaning contractor(s) in performing custodial tasks;
- 2.Establishes a daily cleaning schedule for him(her)self and for the cleaning contractor(s);
- 3.Reviews and approves payment sheets for cleaning contractor(s).
- 4.Supervises grounds maintenance.
- 5.Sets up facilities for parish and school events in the gym and/or cafeteria.
- 6.Maintains clean and safe environment in work area.
- 7.Works with volunteers as directed by the Principal or Business Manager.
- 8.Maintains buildings and equipment in state of repair to provide continuous effective operations.
- 9.Performs routine repairs and obtains necessary certification if required.

B. Communication with appropriate School and contract personnel;

- 1.Maintains channels of communication with Business Manager, Principal on an “as needed” basis.
- 2.Communicates regularly with administrative office staff to insure effective operation.
- 3.Communicates with maintenance and supply vendors on a regular basis to insure proper operation of all major systems and adequate supply inventory.
- 4.Develops and maintains a Maintenance Log to verify all contractor activity, including assessment of quality and completeness of job.
- 5.Accompanies all inspectors (fire, health, insurance, EPA, etc.) on their rounds.

C. Supply Inventory & Emergency Response Contacts.

- 1.Maintains a cost-effective inventory of supplies and tools, within the budgeted guidelines.
- 2.Works with Business Manager to prepare and utilize competitive bid process for cleaning and paper supplies.

3. Verifies receipt and condition of supplies.

4. Attends seminars as requested by Business Manager or parish.

5. Maintains open file of emergency contacts for all building systems; (HVAC, plumbing, electrical, fire, elevator).