



## LOWER DAUPHIN SCHOOL DISTRICT

Title: Custodial & Grounds Supervisor

Reports To: Assistant (to) Superintendent

Salary Range: Administrative (Act 93)

### I. Job Description

#### a. Overview

- Responsible for supervision of Custodial and Grounds staff (35% of the job), while helping to perform maintenance and repairs as needed to support Maintenance work orders (40% of the job), and assist in administrative tasks for strategic planning, building projects, and annual grounds/custodial processes (25% of the job.)
- Responsible for budget development, implementation and monitoring of custodial and grounds equipment and supplies, completing administrative tasks needed to support the efficiency and effective operation of the Custodial and Grounds teams while meeting regulatory and safety compliance standards.
- Partner with the Assistant (to) Superintendent and Maintenance Supervisor to oversee building projects, new construction, renovations, and other large facility projects.

#### b. Essential Functions

- Must be a skilled tradesman with the ability to collaborate weekly with the Maintenance Supervisor and Assistant to the Superintendent to ensure work orders are completed in a timely fashion; which includes supporting the maintenance department in completing work orders.
- Manage and coordinate operations for all Custodial and Grounds staff workloads and schedules, and coordinate with other impacted personnel as needed; this also includes all aspects of summer cleaning to include staffing, supervision, coordinating building calendars, and ordering necessary supplies and equipment.
- Direct, supervise, and evaluate Custodial and Grounds employees by collaborating with building administrators for feedback and input in the evaluation process.
- Working with the Director of Human Resources, support staffing needs for the Custodial and Grounds staff by conducting interviews, making recommendations of transfers, promotions, and disciplinary action in

addition to maintaining an approved list of custodial substitutes and schedule them as needed.

- Instruct Custodial staff in the use of materials, cleaning methods, and light maintenance procedures by preparing and reviewing the inventory for all facility operations items inclusive of the District's Right-To-Know inventory.
- Make inspections of the buildings and grounds to ensure maintenance and environmental standards are met and schedule repairs as needed.
- Enforce high standards of environmental and operational safety and fire prevention, and coordinate such activities with appropriate personnel. This includes all Department of Environmental Protection (DEP) reporting responsibilities for Custodial and Grounds.
- Prepare a yearly budget for Custodial and Grounds needs, including equipment for staff; complete and approve purchase orders for custodial needs.
- Oversee the installation of safety equipment and requirements as per Act 44 and District initiatives; this includes overseeing all District door locks, key inventory, and safety devices.
- Assess the need for, develop, and implement custodial and grounds projects.
- Manage a long-range schedule of replacement of major items and equipment replacement within the District's budget efforts by completing cost studies and estimates on various aspects of facility operations.
- Troubleshoot to analyze problem areas pertaining to facility operations and be able to independently develop acceptable and constructive solutions.
- Serve as an energy coordinator for the Custodial and Grounds teams.
- Maintain blueprints, building specifications, and other required forms and records relating to facility operations and maintenance equipment.
- For snow events, assist in snow plowing but will ensure the Custodial and Grounds staff have building ready post inclement weather events.
- Coordinate lawn maintenance and wildlife throughout the District by working with outside contractors who provide necessary services.
- Respond to emergencies by assessing the direct needs and ensure immediate remedial action and communication to those impacted.
- Perform all other duties as assigned by the Superintendent, Assistant (to) Superintendent, or other Building Administrators

**II. Job Requirements**

**a. Basic Qualifications**

- Must have a high school diploma; a Bachelor's degree is preferred.
- Must have minimum of five (5) years of experience successfully managing teams and projects.
- Must have a minimum of five (5) years of experience in maintenance/construction; a certification in a trade is preferred.
- Must excel at using Microsoft Office based systems.
- Must have or be able to obtain valid Act 34, Act 114, and Act 151 clearances.

**b. Additional Qualifications**

- Strives to maintain professional, cooperative, and respectful relationships with all other District employees.
- Serve as a pleasant, helpful, patient, consoling, and positive representative of Lower Dauphin School District in all interactions with the community.
- Must possess excellent interpersonal skills and be cooperative, congenial, service oriented, and a team player along with the ability to work with frequent interruptions and under sometimes stressful conditions.
- Must have the ability to organize, prioritize and multi-task, communicate clearly and effectively, work independently, exercise good judgment and follow written and verbal directions.

**c. Physical Demands**

- Ability to stand, sit, and walk for extended periods of time.
- Ability to type and use both hands for grasping and repetitive motions.
- Bending and twisting of the body required.
- Ability to lift/carry no more than 75 lbs. independently.
- Visual and audio acuity including ability to read computer screens and written documents.
- Ability to use the telephone and speak clearly and distinctly.

**d. Work Environment**

- Non-traditional office setting subject to inside and outside environmental conditions and being mobile going to and from any building within the District at any time.
- Working hours are traditionally Monday – Friday, 8 hours a day; however, the availability to work any time 24/7/365 is required as the position requires being able to respond to emergencies.
- This position requires the ability to work at minimum of one (1) day per week on an evening shift (12:00 PM – 8:00 PM or 3:00 PM – 11:00 PM) to supervise evening staff; schedule can be determined on a week-to-week basis after reviewing workload.

## **Lower Dauphin School District – Custodial & Grounds Supervisor (Continued)**

---

*Reasonable accommodations may be made to enable a qualified individual with a disability(s) to perform the primary duties and responsibilities of this job.*

*Lower Dauphin School District is an Equal Opportunity Employer.*