

SCHOOL DISTRICT OF BAKER COUNTY

JOB DESCRIPTION

AUXILIARY SERVICES SUPERVISOR

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Valid Florida license
- (3) Minimum 3 years' experience in supervision.

KNOWLEDGE, SKILLS AND ABILITIES:

Supervisory skills. Knowledge of Federal, State and local laws and regulations affecting programs operating in Auxiliary Services by the School District. Organizational and monitoring skills. Knowledge of safety rules.

REPORTS TO:

Director, Auxiliary Services

JOB GOAL

To maintain landscape, light maintenance and custodial services as economically as possible for the School District.

SUPERVISES:

Landscape technicians and custodians
Other Assigned Support Personnel

PERFORMANCE RESPONSIBILITIES:

- * (1) Establish an effective, economical preventive maintenance program and maintenance schedule for all equipment in Auxiliary Services.
- * (2) Determine that repair and rehabilitation work is assigned appropriate priorities to the proper employees considering needs and economy of funds.
- * (3) Determine that all maintenance of grounds and cleaning of buildings objectives are being achieved within established timelines.
- * (4) Supervise the overall operation of all vehicle maintenance, custodial equipment and repair shops and perform spot inspections of work performed.
- * (5) Determine the need for the purchase of landscape supplies required for the proper maintenance of facilities. Conduct cost benefit analysis in purchasing landscape supplies.
- * (6) Determine the need for the purchase of custodial supplies required for the proper maintenance of facilities. Conduct cost benefit analysis in purchasing custodial supplies.
- * (7) Provide detailed specifications as a basis for the purchase of vehicles, power equipment, mowers, tractors, and other tools needed for the landscape operation. Inspect newly-purchased vehicles, equipment and tools to determine that they fully meet such specifications.
- * (8) Investigate the need and determine the type of new equipment for landscape and custodial equipment to properly maintain Board-owned vehicles and equipment in accordance with State and federal regulations.
- * (9) Determine the need for the purchase of oil, grease, tires and repair parts to meet the requirements of vehicle maintenance.
- * (10) Determine the need for additional schooling and on-the-job training of landscape technicians, custodians, and other associated personnel.
- * (11) Assist in coordinating maintenance schedules in landscaping and custodial services district-wide, and provide supervision to those employees.

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Auxiliary Services Supervisor (Continued)

- (12) Maintain records appropriate to assigned responsibilities.
- (13) Assist the Director, as required, in the planning and preparation of the auxiliary services budget.
- *(14) Perform mechanical work on vehicles, equipment, grounds, and facilities as needed.
- (15) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code 8