

**TITLE: Building Operations & Maintenance - Corridor Supervisor**

<p><b><u>Title of Immediate Supervisor:</u></b> Property and Building Operations Manager</p>	<p><b><u>Department:</u></b> Facilities Management</p>	<p><b><u>FLSA Status:</u></b> Non-Exempt</p>
<p><b><u>Accountable For (Job Titles):</u></b> Building Operations Coordinator; School Equipment Maintenance Mechanic; Utility I; Custodian II</p>		<p><b><u>Pay Grade Assignment:</u></b> Non-Certified Business Division Administrators' Association, Class VI</p>

**General Summary or Purpose Of Job:**

The Corridor Supervisor assumes responsibility for the overall operation, care and maintenance of assigned facilities and identifies and directs the maintenance and repair of facility equipment and systems. Positions assigned to this classification have responsibility for directing the work required to maintain and operate a middle school or high school building and assigned elementary buildings. Employees supervised for this purpose include Building Operations Coordinators, School Equipment Maintenance Mechanics, School Custodians and Utility Workers and relating to the assigned high school or middle school, assumes lead responsibilities over staff in that building for scheduling of work assignments, determining work priorities, coordinating special projects, and performing staff evaluations. The Corridor Supervisor has the additional responsibility for the direction and supervision of Building Operations Coordinators assigned a smaller school building. The Corridor Supervisor has the responsibility and authority to schedule work hours, assign overtime, hire substitute personnel for replacement of personnel supervised, initiate personnel actions such as hiring of staff or initiating disciplinary procedures. The Corridor Supervisor is responsible for planning and implementing budgets for operating the buildings assigned, including but not limited to labor, utilities, operations and scheduled maintenance supplies.

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<b>DUTY NO.</b>	<b>ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)	<b>FRE-QUENCY</b>
1.	<p>Conducts needs assessments of daily staffing in assigned schools to provide building coverage for custodial and operations services. Works with a facilities database to record absences relating to vacations, illness, contract required pay changes, reassignment of licensed employees, placement of hourly employees, authorization of overtime, and preparation and certification of biweekly payroll for all operations employees.</p>	Daily 15%
2.	<p>Directs building maintenance staff for the purpose of completing various preventive maintenance or building repairs/services. Coordinates and directs preventive scheduled maintenance activities on equipment, motors, fixtures, appliances or system equipment (i.e. boiler, supply fans, exhaust fans, pumps, heating and cooling equipment) within assigned buildings. Detects and or coordinates surveying of routine repairs and/or schedules and monitors the repairs made by vendors or other District staff. Reports needs beyond the capabilities of School Equipment Maintenance Mechanics.</p>	Daily 35%
3.	<p>Directs and monitors staff activities and schedules for the cleaning, care, and maintenance of building facilities and grounds at high, middle or elementary schools assigned. Such direction in accordance with the standard procedures and guidelines established by the Property and Building Operations Manager or Building Principals. Develops staff schedules, makes assignments, adjusts work to meet priorities and deadlines, monitors work performed and evaluates the performance of staff.</p>	Daily 15%
4.	<p>Directs and or coordinates special building staffing during the days when students are not in attendance at school. Directs and/or coordinates the efficient use and movement of a limited supply of cleaning equipment between assigned buildings. Prepares and monitors the custodial cleaning budgets. Monitors the use of products and the quality of cleaning to ensure that standards are met. Provides periodic supply and equipment training to custodial staff. Coordinates equitable and consistent staffing to all assigned sites.</p>	Daily 10%
5.	<p>Where applicable, ensures the swimming pool and related facilities are properly maintained and serviced including required water testing to ensure proper chemical balances in accordance with Health Department regulations and standards and makes adjustments as needed.</p>	Daily 5%

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6.	Monitors and assures entry areas, walks, and parking lots are clear of snow and ice during winter months.	Daily 5%
7.	Supervises employees' transfers, promotions, demotions, new hires and administrative actions. Participates in the progressive disciplinary process. Administers the Union contract in a fair and equitable manner, maintains records and prepares various reports on staffing needs relating to assigned buildings.	Daily 5%
8.	Works closely with building operations personnel, building principal, and school staff on issues pertaining to building safety, security, scheduling issues, building code regulations capital projects, maintenance projects, custodial or set up needs.	Daily 5%
9.	Determines and decides the needs required for the assigned building utilities, which include refuse removal, gas, oil and sewer, security. Examples of tasks performed in each of these areas include providing a yearly budget for services, assisting in preparing bids and contracts for yearly service, coordinating and regulating summer on-call service, coordinating recycling services with all individual sites, monitoring recycling credits and transfers credits to individual sites and preparing and approving monthly billings.	Weekly 5%
10.	Orders and purchases supplies, cleaning materials, tools and equipment necessary to maintain buildings. Monitors established building operations and maintenance budget. Documents, records or prepares fuel reports, work orders, staff time sheets, inspection sheets, safety procedures or other documentation/reports required.	Daily 5%
11.	Performs other duties of a comparable level or type.	As required

**Minimum Qualifications:** (necessary qualifications to gain entry into the job not preferred or desirable qualifications)

Requires a minimum of an associate's degree in management, finance, personnel administration, public administration or a closely-related field and at least five years of progressively responsible experience in the supervision or direction of employees engaged in the care, cleaning, maintenance and utilization of a large physical plant in a school district; or an equivalent combination of education, training and/or experience necessary to successfully perform the essential functions of the work.

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**Certification or Licensing Requirements**\_(prior to job entry):

Certified Pool Operators License (Preferred)  
 Minnesota Class C Driver's license (Required)  
 Certified Plant Supervisor; Assoc. for Facilities Engineering (Preferred)  
 Certified Professional Maintenance Manager; Assoc. for Facilities Engineering (Preferred)

**Knowledge Requirements:**

Requires knowledge of:

- Basic fundamentals and operational principles of school building systems and operations.
- General District administrative procedures, rules and guidelines pertaining to such areas as personnel, purchasing, contract services, safety and risk management.
- Basic understanding of supervisory practices and fundamentals.
- Principles, methods and materials used in building operations as well as applicable codes, laws and regulations.
- General knowledge of labor agreements, payroll procedures, licensing requirements, and assessment of employee abilities.
- Energy conservation measures, procedures and equipment relating to electrical power, heat generation systems, water, sewer and refuse removal, as well as building technology systems.
- Computerized data management, communications and operational control systems.
- Chemicals used for cleaning, pest control, and boiler operations.

**Skill Requirements:**

Skilled in:

- Leading, scheduling, planning, monitoring and evaluating the work of custodial and facility maintenance personnel.
- Operating and maintaining heating, cooling and ventilation equipment.
- Detecting, troubleshooting, prioritizing, budgeting and scheduling school building preventive maintenance.
- Monitoring and enforcing rule compliance relating to the operation of swimming pools in accordance with regulations and standards.
- Maintaining administrative records and implementing administrative functions (i.e. purchasing, department records, and so forth) in accordance with District and departmental requirements.
- Communicating and collaborating with other district personnel, building administrator(s), building staff, students and teachers in the care, security and maintenance of the facilities.

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<b>Physical Requirements:</b> Indicate according to the requirements of the essential duties/responsibilities				
<b>Employee is required to:</b>	<b>Never</b>	<b>1-33% Occasionally</b>	<b>34-66% Frequently</b>	<b>66-100% Continuously</b>
Stand		√		√
Walk				√
Sit			√	
Use hands dexterously (use fingers to handle, feel)				√
Reach with hands and arms			√	
Climb or balance		√		
Stoop/kneel/crouch or crawl			√	
Talk and hear				√
Taste and smell		√		
<b>Lift &amp; Carry:</b> Up to 10 lbs.		√		
Up to 25 lbs.		√		
Up to 50 lbs.		√		
Up to 100 lbs.		√		
More than 100 lbs.		√		

**General Environmental Conditions:**

Work is typically performed indoors but the job does require some outdoor work in all types of weather conditions. Duties may involve working with or around chemicals, mechanical parts, and some exposure to disagreeable fumes or airborne particles.

**General Physical Conditions:**

Work can be generally characterized as:

**Light Work:** Exerting up to 50 pounds of force occasionally.

<b>Vision Requirements:</b> Check box if relevant	<b>Yes</b>	<b>No</b>
No special vision requirements	√	
Close Vision (20 in. of less)		
Distance Vision (20 ft. of more)		
Color Vision		
Depth Perception		
Peripheral Vision		

**Job Classification History:**

Description Created by KMLDRAFT 08/06/14