

# KYRENE SCHOOL DISTRICT, ARIZONA

## CLASS SPECIFICATION

### CLASS TITLE: **Building Manager**

<b>BAND</b>	<b>GRADE</b>	<b>SUBGRADE</b>
<b>B</b>	<b>2</b>	<b>1</b>
<b>DEPARTMENT:</b> Varies	<b>ACCOUNTABLE TO:</b> Principal	<b>FLSA STATUS:</b> Non-exempt
<b>CLASS SUMMARY:</b> Incumbents are responsible for supervising the cleaning of District buildings and for performing minor repairs. Duties include: supervising staff to include conducting performance evaluations; performing minor repairs in buildings and playgrounds; inspecting buildings and grounds for needed repairs; coordinating custodial and repair activities; maintaining alarms; ordering supplies; completing work orders; preparing reports; maintaining air handlers; cleaning up and disposal of hazardous or infectious materials; and, responding to emergencies and performing custodial duties.		
<b>DISTINGUISHING CHARACTERISTICS:</b> The Building Manager is the second level in a two level custodial series. The Building Manager is distinguished from the Custodian in that it has full supervisory authority.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
1.	Supervises staff to include assigning and monitoring work, ensuring training, resolving conflicts, interviewing applicants, and conducting performance evaluations.	Daily	B2
2.	Responds to staff requests, emergencies, and equipment failure.	Daily	A1
3.	Inspects buildings and grounds for needed repairs; performs minor repairs including maintaining air handlers.	Daily	A1
4.	Cleans up and disposes of hazardous and infectious waste.	Daily	A1
5.	Secures building by maintaining alarms, records, and issuing keys. Trains staff on use of alarm system.	Daily	A1
6.	Fills out required paperwork and work orders.	Daily	A1

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7.	Provides preventative maintenance to lighting, plumbing, doors, locks, playground equipment, sprinklers, grounds, and heating and air conditioning unit.	Weekly	A1
8.	Orders supplies and parts.	Weekly	A1
9.	Plans custodial and repair activities to include coordinating schedules with district personnel.	Monthly	A1
10.	Performs other duties of a similar nature or level.	As Required	N/B

<p><b>Knowledge</b> (position requirements at entry): Knowledge of:</p> <ul style="list-style-type: none"> <li>• Basic maintenance procedures;</li> <li>• Chemicals and chemical mixtures.</li> </ul>
<p><b>Skills</b> (position requirements at entry): Skill in:</p> <ul style="list-style-type: none"> <li>• Supervising staff;</li> <li>• Reading and understanding blue prints, schematics, and Material Safety Data Sheets;</li> <li>• Handling emergencies;</li> <li>• Using computers and related software applications;</li> <li>• Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.</li> </ul>
<p><b>Training and Experience</b> (position requirements at entry): High School Diploma or General Equivalency Diploma (G.E.D.) and two years of custodial and minor facilities maintenance experience, or any combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.</p>
<p><b>Licensing Requirements</b> (position requirements at entry):</p> <ul style="list-style-type: none"> <li>• Valid Arizona State Driver’s License.</li> </ul>

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**Physical Requirements:**

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, and intense noises.

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 forces constantly to move objects.

**Classification History:**

Draft prepared by Fox Lawson and Associates LLC (kw)

Date: 3/98