

The Facilities Supervisor is a specialized assignment that requires leadership and the ability to effectively coordinate and collaborate in the ongoing planning, implementation and development of the area of assignment. The Facilities Supervisor will work closely with the Department Director and Assistant Director and ensure that departmental programs are established and carried out efficiently and effectively. Based on assignment general oversight for this position includes supervision of district Maintenance and Grounds staff or Custodial and Regulatory Compliance staff, providing oversight and direction of work and responsibilities performed by this staff. The Facilities Supervisor reports to the Director of the Department and works collaboratively with other staff throughout the district, including school administrators, in supporting maintenance, grounds and similar operations of the district.

**Chain of Command**

The Facilities Supervisor reports to the Director of Transportation and Facilities.

**Competencies of the Facilities Supervisor**

- **Accountability:** Holds self and others accountable for measurable high-quality, timely, and cost effective results. Determines objectives, and sets priorities. Accepts responsibility for mistakes.
- **Communication:** Effectively communicate to audiences in diverse situations through strong written and verbal communication skills.
- **Collaboration:** Works productively and positively with others within and across departments and schools.
- **Innovation:** Develops new insights into situations; questions conventional approaches; encourages new ideas and innovations; designs and implements new or cutting edge programs/processes.
- **Problem Solving:** Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations.
- **Resilience:** Deals effectively with pressure; remains optimistic and persistent, even under adversity. Recovers quickly from setbacks.
- **Results Oriented:** Drives towards achievement of challenging goals, through a disciplined approach to work, using risk analysis, aligning strategy and mission, and regularly reviewing key measures of results.

**Essential Duties of the Facilities Supervisor Maintenance and Grounds**

The Facilities Supervisor Maintenance and Grounds performs the following duties, including, but not limited to:

- Collaborate with the Director and Assistant Director regarding the management of the Department and fulfilling the District's missions and goals.
- Supervises and evaluates maintenance and grounds staff providing feedback, direction, guidance and establishing goals and priorities.
- Maintains a high level of ethical behavior and confidentiality.
- Provides feedback on all interactions in a profession manner.
- As needed, obtain certifications or attend trainings related to this position.

## **Essential Duties of the Facilities Supervisor Maintenance and Grounds (Cont.)**

- Remain current on relevant technologies associated with the position including managing work order database, internal budget tracking and other compliance systems.
- Has knowledge of outside vendors and third party contacts.
- Develops ongoing metrics, monitoring and reporting processes to measure program effectiveness and efficiency to ensure continuous improvement of employees.
- Maintains knowledge of the federal, state, and local laws, codes, rules, regulations, codes, and statutes for building construction and maintenance.
- Performs other duties of a similar nature and level, as assigned.

## **Essential Duties of the Facilities Supervisor Custodial and Regulatory Compliance**

The Facilities Supervisor Custodial and Regulatory Compliance performs the following duties, including, but not limited to:

- Collaborate and provide management along with the Director and Assistant Directors of Facilities regarding the leadership of the Department and fulfilling the District's missions and goals.
- Supervise and evaluate Building Managers, Site Support Technicians, and Day Porters. Provide feedback, direction, guidance and establishing goals and priorities.
- Obtain Asbestos Building Inspector and Management Planner Certificates, through The Asbestos Institute Monitor each year.
- Facilitate and monitor schedules for custodial needs at each school site and all departments.
- Responsible for the disposal of hazardous waste, ensuring compliance with both state and federal laws.
- Monitors and manages custodial contracts and mandated programs for the district.
- Coordinates and directs insurance claims from the initial loss through the completion of repairs. This includes on-site inspections of damages, obtaining quotes, meeting with contractors and overseeing projects through the final repairs.
- Responsible for staff supervision and support in the areas of custodial management and contracts and purchasing. Maintains systems for organizational performance and operational success and ensures department goals and objectives are met and department operations are in compliance with legal and agency requirements.
- Evaluates custodial supplies, equipment, and services utilized by a variety of schools. Determines costs, quality, and efficiency of delivery of services, equipment, or products
- Support and assist schools and departments as needed. Secures special items required for program services. Trains or facilitates training for new personnel in the department.
- Manages productivity reports from the district's work order system.
- Develops ongoing metrics, monitoring and reporting processes to measure program effectiveness and efficiency to ensure continuous improvement of employees.
- Maintains a high level of ethical behavior and confidentiality.
- Maintains current and up to date knowledge of the federal, state, and local laws, codes, rules, regulations, codes, and statutes for building construction and maintenance.
- Performs other duties of a similar nature and level, as assigned.

## **Minimum Qualifications**

Associate's Degree in construction management or related field and five years of building maintenance and construction experience including two years of supervisory experience is required; or, an equivalent combination of

education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Licensing/Certification Requirements**

- AZ Driver's License
- AZ Fingerprint Clearance Card

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