



MAINTENANCE AND FACILITIES SUPERVISOR

POSITION SUMMARY

The Maintenance and Facilities Supervisor is responsible for planning, organizing, directing, and supervising the maintenance, custodial, and grounds operations of the district. The SUPERVISOR ensures that all district facilities are safe, functional, well maintained, compliant with applicable regulations, and supportive of the district's educational mission.

REPORTS TO: Superintendent or Designee

SUPERVISES: Maintenance Staff, Custodial Staff, Grounds Staff, Contracted Service Providers

FLSA STATUS: Exempt

SAFETY & COMPLAINE RESPONSIBILITIES

- OSHA
- Oregon OSHA
- Fire code
- Environmental safety
- Asbestos / AHERA
- Radon testing
- Playground safety
- Drinking water testing

CAPITAL PROJECTS & LONG-RANGE PLANNING

- Capital improvement planning
- Bond projects
- Deferred maintenance planning

BACKGROUND CHECK REQUIREMENT

Employment is contingent upon successful completion of a criminal records check and fingerprinting as required by Oregon law and district policy.

MANDATORY REPORTER

The employee in this position is considered a mandatory reporter under Oregon law and must comply with all requirements related to reporting suspected child abuse.

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EQUAL EMPLOYMENT OPPORTUNITY

The Vernonia School District is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, disability, marital status, age, or any other protected class under state or federal law.

REASONABLE ACCOMMODATIONS

The district will provide reasonable accommodations to qualified individuals with disabilities to perform the essential functions of this position in accordance with applicable laws.

QUALIFICATIONS

1. Education

A minimum of a high school diploma is required; however, a Bachelor's degree in Facilities Management, Construction Management, Engineering, Business Administration, or a related field is preferred.

2. Experience

Three to five years of related experience supervising grounds, construction, facility operations, and/or maintenance staff is required. Related experience may include construction, plant engineering, or facility management.

3. Supervision and Technical Trade Knowledge

Demonstrated personnel and contractor management experience, with the aptitude to evaluate the quality of performance across all major technical trades. Personal experience related to carpentry, landscaping, mechanical, electrical, structural, and HVAC systems is preferred.

4. Leadership and Collaboration

Excellent facilitation skills with the ability to motivate, direct, and train personnel while effectively collaborating and interacting with others productively and professionally.

5. Organizational Skills

Must possess strong organizational and time management skills.

6. Construction and Building Knowledge

Basic knowledge of building codes, construction practices, and architectural terminology.

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7. **Technology Proficiency**
Working knowledge of and familiarity with computer systems and software programs, including Microsoft Word, Excel, and Google platform applications.
8. **Tools and Equipment Operation**
Hands-on knowledge and experience in the safe operation of a variety of tools, machinery, and power equipment used in performing essential job functions.
9. **Communication Skills**
Effective communicator both orally and in writing, with the ability to interact and communicate with diverse members of the community, including teachers, administrators, school board members, parents, and students.
10. **School Environment Adaptability**
Ability to adapt behavior and communication style to function effectively within a school environment.
11. **Analytical and Administrative Skills**
Ability to prioritize and perform multiple tasks and to read, analyze, and interpret general business documents, invoices, forms, and governmental regulations.
12. **Physical Requirements**
Ability to walk, stand, maintain balance, climb ladders, crouch, lift, carry, push, and pull up to 50 pounds, bend, stoop, and reach above shoulder level for extended periods of time.
13. **Emergency Response Responsibilities**
This is a supervisory position with responsibilities that may arise outside of normal business hours due to campus facilities emergencies. The Director of Facilities is expected to respond to such emergencies and coordinate appropriate corrective actions.

RESPONSIBILITIES

1. **Staff Supervision**
Supervise the school's maintenance, custodial, and grounds staff. Responsibilities include coordinating staff professional growth, accountability, work schedules, and teamwork training.
2. **Personnel Recommendations**
Select and recommend individuals for hiring, promotion, discipline, or discharge in accordance with district policies and procedures.

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3. **Contractor and Vendor Coordination**
Coordinate contractors and vendors who provide construction, maintenance, grounds, and custodial/cleaning services.
4. **Facility Inspections**
Inspect school facilities to ensure they are suitable for safe operations and maintained in an attractive, safe, and clean condition.
5. **Contract Proposal Review**
Solicit and analyze proposals from contractors and subcontractors to perform various physical School District repairs and special maintenance projects.
6. **Materials and Supply Management**
Determine the type, quantity, and proper delivery of maintenance, grounds, and cleaning materials necessary to support the department in the efficient delivery of its duties.
7. **Project Cost Estimation**
Estimate the time and material costs of proposed projects for the purpose of informing budgeting, planning, and accountability of actual project costs.
8. **Preventative Maintenance Planning**
Plan, schedule, and oversee routine preventative maintenance tasks for rooms, HVAC systems, and water equipment.
9. **Staff Training and Compliance**
Coordinate and/or lead staff training to improve work quality, ensure workplace safety, and maintain compliance with state and federal regulations.
10. **Facilities Event Coordination**
Coordinate appropriate facility setup, arrangement, and technical equipment for a variety of activities, including special events, guest speakers, pep rallies, and athletic events. This includes overseeing and managing facility use requests.
11. **Project Communication and Tracking**
Track and communicate the status of project requests to requesters and other interested parties to ensure timely feedback and accountability.
12. **ADA Compliance Planning**
Responsible for planning and ensuring ADA compliance across all district buildings.
13. **Additional Duties**
Perform other job-related duties as assigned by the Superintendent.



PHYSICAL DEMANDS

The physical demands described below are representative of those required to successfully perform the essential functions of this position.

1. Endurance and Overall Strength
Heavy work requiring the exertion of force and/or the lifting or carrying of objects weighing up to 100 pounds occasionally, 25 to 50 pounds frequently, and/or 10 to 20 pounds constantly.
2. Standing
Frequently ($\frac{1}{3}$ to $\frac{2}{3}$ of the time) – Remaining on feet in an upright position at a work station without moving about.
3. Walking
Constantly (two-thirds or more of the time) – Moving about on foot.
4. Sitting
Periodically (does not occur on every shift) – Remaining in a seated position.
5. Lifting and Carrying
Frequently ($\frac{1}{3}$ to $\frac{2}{3}$ of the time) – Lifting by manually raising or lowering an object from one level to another (including upward pulling) and/or carrying (transporting) objects, typically held in the hands, arms, or on the shoulder. Specific examples include, but are not limited to, carrying materials and supplies from a shop to a vehicle or from a vehicle to a worksite.
6. Pushing and Pulling
Frequently ($\frac{1}{3}$ to $\frac{2}{3}$ of the time) – Pushing by exerting force on an object so that it moves away from the worker (including slapping, striking, kicking, and treadle actions), and/or pulling by exerting force on an object so that it moves toward the worker (including jerking motions).
7. Climbing
Occasionally (up to one-third of the time) – Ascending or descending ladders, stairs, scaffolding, ramps, poles, ropes, and similar structures using the feet, legs, hands, and arms. Examples include climbing stairs, ladders, using lifts, or scaffolding to change light bulbs.
8. Balancing
Occasionally (up to one-third of the time) – Maintaining body equilibrium to prevent



falling while walking, standing, crouching, or running on narrow, slippery, or irregular surfaces.

9. Bending and Stooping

Frequently ($\frac{1}{3}$ to $\frac{2}{3}$ of the time) – Stooping by bending the body downward and forward by flexing the spine at the waist and/or bending by extending the spine backward or from side to side.

10. Kneeling and Crouching

Frequently ($\frac{1}{3}$ to $\frac{2}{3}$ of the time) – Kneeling by bending the legs at the knees to rest on one or both knees and/or crouching by bending the body downward and forward by bending the legs and spine.

11. Crawling

Periodically (does not occur on every shift) – Moving about on hands and knees or hands and feet.

12. Reaching

Frequently ($\frac{1}{3}$ to $\frac{2}{3}$ of the time) – Extending the hands and arms in any direction.

13. Handling

Frequently ($\frac{1}{3}$ to $\frac{2}{3}$ of the time) – Holding, grasping, turning, or otherwise working with the hands.

14. Rotation

Frequently ($\frac{1}{3}$ to $\frac{2}{3}$ of the time) – Twisting or turning the spine or a ball-and-socket joint such as the shoulder or hip.

15. Talking

Frequently ($\frac{1}{3}$ to $\frac{2}{3}$ of the time) – Expressing or exchanging ideas through spoken communication to provide information to the public and convey detailed instructions to other workers clearly, accurately, and efficiently.

16. Hearing

Frequently ($\frac{1}{3}$ to $\frac{2}{3}$ of the time) – Perceiving the nature of sounds by ear, including communication with students, fellow employees, and supervisors.

17. Seeing

Constantly – Obtaining visual impressions through the eyes regarding the shape, size, distance, motion, color, or other characteristics of objects, such as when operating machinery or performing routine duties.



SPECIALIZED DEMANDS

1. **Driving**
Frequently ($\frac{1}{3}$ to $\frac{2}{3}$ of the time) – A current, valid, and properly classified driver's license is required. The employee's driving record for the three-year period immediately preceding employment, and at any time during employment thereafter, must be free of the following violations: reckless driving; hit and run; driving under the influence of alcohol or drugs; or more than one moving violation of another type. The employee must be able to operate motor vehicles, such as a car, van, or truck, in the course of performing job-related duties.
2. **Video Display Terminals**
Occasionally (up to one-third of the time) – Ability to read or obtain information from monochrome or color video display terminals, including computer monitors, system gauges, and similar equipment.
3. **Keyboard Use**
Occasionally (up to one-third of the time) – Ability to enter data using keyboards. Keyboards may include keys that display identical images to the characters entered or may utilize various symbols to represent or describe items being entered.

ENVIRONMENTAL CONDITIONS

Work is performed in a variety of environments, including the following:

1. **Work Location**
Work is performed both indoors and outdoors. Time spent working inside and outside is approximately equal.
2. **Stairs and Steps**
Frequently ($\frac{1}{3}$ to $\frac{2}{3}$ of the time) – Ascending and descending stairs, steps, or similar uneven surfaces to access required work areas or perform workplace duties.
3. **Extreme Cold**
Periodically (does not occur on every shift) – Exposure to temperatures sufficiently low to cause marked bodily discomfort unless appropriate protective measures are used.
4. **Extreme Heat**
Periodically (does not occur on every shift) – Exposure to temperatures sufficiently high to cause marked bodily discomfort unless appropriate protective measures are used.



5. Temperature Changes
Periodically (does not occur on every shift) – Exposure to variations in temperature that are sufficiently marked and abrupt to cause noticeable bodily reactions.
6. Wet Conditions
Periodically (does not occur on every shift) – Exposure to contact with water or other liquids.
7. Noise and Vibration
Frequently ($\frac{1}{3}$ to $\frac{2}{3}$ of the time) – Exposure to sufficient noise, either constant or intermittent, that may cause distraction or potential injury to hearing, and/or exposure to vibration that may place strain on the body or extremities if experienced repeatedly over time.
8. Poor Ventilation
Periodically (does not occur on every shift) – Exposure to atmospheric conditions containing foreign substances sufficient to cause discomfort, including fumes, odors, dust, or other air quality concerns, excluding toxic conditions defined separately.
9. Toxic Conditions
Periodically (does not occur on every shift) – Potential exposure to toxic dust, fumes, gases, vapors, mists, or liquids that may cause general or localized disabling conditions through inhalation or contact with the skin.
10. Unique Hazards
Periodically (does not occur on every shift) – Exposure to situations involving a definite risk of bodily injury, including hazardous atmospheric conditions, proximity to moving mechanical parts, exposure to electrical shock, work in elevated or exposed locations, or other unique environmental conditions.

LEARNING AND DEVELOPMENT DEMANDS

The Supervisor is expected to maintain professional knowledge and skills related to facilities operations through the following competencies:

1. Reasoning
The ability to apply logical and practical reasoning in the identification and resolution of operational, maintenance, and facility management issues. This includes evaluating multiple sources of information, assessing risks, prioritizing competing needs, and making sound decisions related to facility maintenance, safety compliance, budgeting, and project management within a school district environment.



2. Mathematical

The ability to apply mathematical concepts necessary for facilities management, including estimating project costs, calculating material quantities, analyzing budgets and expenditures, reviewing contractor bids, and interpreting measurements related to construction, maintenance, utilities, and building systems.

3. Reading

The ability to read, analyze, and interpret technical documents, building plans, safety regulations, maintenance manuals, contracts, vendor proposals, governmental regulations, and district policies in order to ensure compliance, accuracy, and effective implementation of facilities-related operations.

4. Writing

The ability to prepare clear and professional written communications, including reports, maintenance documentation, project updates, safety procedures, bid specifications, work orders, and correspondence with administrators, contractors, and regulatory agencies.

5. Speaking

The ability to communicate effectively and professionally with a wide range of stakeholders, including district leadership, school administrators, staff, contractors, vendors, and community members. This includes providing clear instructions to staff, presenting facility needs or project updates, and explaining technical information in a manner understandable to non-technical audiences.

RELATIONSHIP REQUIREMENTS

This position requires the ability to develop and maintain positive, professional working relationships with both internal and external stakeholders in support of district facilities operations and services.

1. Internal Relationships

The Supervisor must maintain effective working relationships with district leadership, including the Superintendent, administrators, principals, teachers, custodial staff, maintenance personnel, and other district employees. Collaboration is essential to ensure that facilities are safe, functional, and supportive of the educational environment. The Supervisor must communicate clearly regarding maintenance needs, project timelines, facility use, safety issues, and operational priorities.

2. External Relationships

The Director must develop and maintain professional relationships with contractors,



vendors, service providers, inspectors, regulatory agencies, local government entities, and community partners. This includes coordinating services, overseeing contracts, ensuring regulatory compliance, and representing the district in matters related to facilities maintenance, construction, and operations.

The Supervisor must demonstrate strong communication skills and the ability to collaborate effectively with all stakeholders.

OCCUPATIONAL CERTIFICATIONS / LICENSES

1. Required

Valid Oregon Driver's License

The Supervisor must possess and maintain a valid Oregon Driver's License to perform job-related travel between district facilities, transport equipment or materials when necessary, and respond to facility emergencies. The Supervisor must maintain a driving record that meets District standards and allows for the safe operation of district vehicles when required.

2. Preferred

Certified Educational Facilities Professional (CEFP) or Similar Facilities Certification

Professional certification in educational facilities management demonstrates advanced knowledge of facility planning, maintenance operations, capital improvement planning, safety compliance, and best practices in managing school district facilities.

Integrated Pest Management (IPM) Coordinator Certification

Certification in Integrated Pest Management ensures the Director has knowledge of state-required pest control practices used in school environments. This certification supports compliance with Oregon regulations regarding pesticide use and promotes safe, environmentally responsible pest management practices within district facilities and grounds.

OSHA Safety Training or Certification

Occupational Safety and Health Administration (OSHA) training or certification demonstrates knowledge of workplace safety standards, hazard identification, accident prevention, and safe work practices necessary for supervising maintenance and custodial staff and maintaining safe school facilities.

CPR and First Aid Certification

Certification in CPR and First Aid demonstrates the ability to respond appropriately to medical

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emergencies that may occur within school facilities or during maintenance operations, contributing to overall campus safety and emergency preparedness.

TERMS OF EMPLOYMENT

1. Employment Status

This position is designated as a Supervisory District Employee.

2. Work Schedule

This is a twelve-month supervisory position.

3. Compensation and Benefits

Salary and benefits are determined in accordance with the Vernonia School District Confidential/Supervisory salary schedule and applicable Board policy.

4. Governing Policies

Employment conditions for this position are governed by district policies and applicable Oregon laws.

EVALUATION

Performance in this position will be evaluated annually by the Superintendent or the Superintendent's designee in accordance with district policy and established evaluation procedures.

ACKNOWLEDGMENT

I acknowledge that I have read and understand the responsibilities and expectations outlined in this job description. I understand that this document describes the general nature and level of work expected for this position and does not represent a comprehensive list of all duties that may be assigned.

Employee Name: _____

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____