

NANTUCKET PUBLIC SCHOOLS

Job Description

TITLE: BUILDING SUPERVISORS

REPORTS TO: Director of Facilities

TERMS OF EMPLOYMENT: Full-time

JOB SUMMARY: Supervise and train building maintenance staff, oversee housekeeping staff and day to day building operations to assure building(s) and related operations are maintained and operated in a safe, clean and cost effective manner.

QUALIFICATIONS:

1. Requires high school diploma or its equivalent in area of specialty.
2. Familiarity with facilities maintenance concepts, practices, and procedures including inventory control and procurement.
3. Must have proven track record demonstrating the ability to plan and execute goals and projects. A wide degree of creativity is expected.
4. Must have basic computer skills and knowledge of HVAC control systems.
5. Must valid Mass Driver License.
6. Must be able to lift/transport heavy loads and work nights and weekends.

RESPONSIBILITIES:

1. Manage overall building operation
2. Responsible for opening/closing & security checks
3. Boiler/domestic hot water operations
4. Operation and basic maintenance of building HVAC equipment.
5. General interior building maintenance, (basic electric, plumbing, carpentry.)
6. Purchases and maintains building supplies inventory (paper products, cleaners, etc.)
7. Supervises building custodial employees.
8. Develops and maintains work schedules.
9. Participates and supports building inspections and projects.
10. Performs tasks as directed by the facilities director or superintendent.

EVALUATION: Director of Facilities