



BUILDING MANAGER

Department/Division:	Maintenance and Operations
Reports To:	Site Principal on School Days; Director of Maintenance and Operations on Non-School Days
Provides Direction To:	N/A
Classification Status:	Classified
Board Adopted:	12/12/96
Board Revised:	12/2004; 1/14/20

GENERAL PURPOSE

This is a classified position within the Maintenance and Operations Department. Under immediate supervision of the site Principal and the general direction of the Director of Maintenance and Operations, the prime function of Building Manager is to support the maintenance and operations department by providing site custodial, maintenance, security, and care of the district's physical assets as well as to relieve the principal of school plant operations, thus enabling the principal to devote a greater part of their activity to educational programs. Communication and planning are vital components of this position. Meetings with the Principal, Custodian and Director/Head of Maintenance and Operations are held as needed. Oversight as well as the implementation of the duties and responsibilities of this position vary depending school and non-school days, and some of the duties and responsibilities are implemented on a daily or weekly basis, while others may be on a bi-monthly or annual basis. A work-flow schedule is developed to support efficiency and effectiveness.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties and responsibilities in this section are representative of this position and are intended only as illustrations of the various types of work that may be performed. This list is not intended to be an exhaustive list of all the tasks assigned, and the omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

- Performs a variety of minor maintenance and repair tasks, e.g. changing light bulbs, installing coat racks and door stops, adjusting tables/desks, fixing railings, gates, fencing, painting, graffiti/vandalism, etc.; identifies and reports more

complex needs to director/head of maintenance and operations per established work order system

- Performs routine grounds and security checks to maintain safe and orderly grounds and facilities. Documents and reports vandalism and graffiti in accordance with District/site procedures; makes repairs and cleans debris as needed
- Performs routine grounds keeping duties, such as watering lawns and shrubbery, raking and blowing leaves, and cleaning gutters, overhangs, and roofs
- Collects waste paper and rubbish inside buildings and on grounds, and properly disposes of it; Assists with the site recycling program
- Performs a variety of cleaning tasks, such as of buildings and grounds, classrooms, offices, work spaces, multi-purpose/gym, and bathrooms in accordance with work-flow schedule. Cleaning includes but is not limited to windows and walls, furniture, counters, dusting, woodwork, white boards, flooring, blinds, sinks, toilets, etc.
- Raises and/or lowers flags and other shade equipment daily, as applicable
- Processes work requests in accordance with work-order systems
- Sets up, organizes, and takes down furniture, equipment, etc. for meetings, special events, and other programmatic needs, such as lunch operation and room moves
- Assists teachers/staff with special projects as approved by principal/designee and within the scope of the position
- Communicates and coordinates with principal/designee and/or director/head of maintenance and operations regarding care and cleaning programs as well as site emergency preparedness and implementation plans
- Inventories, creates, and processes requisitions for custodial supplies and equipment
- Sets up and maintains safe, organized, and orderly custodial supplies, equipment, and work space areas in accordance with established protocols
- Inspects buildings, grounds, structures for fire, sanitary, ADA accessibility, and safety hazards, and makes reports to Director/Head of Maintenance and Operations in accordance with work-order system
- Operates heating, venting, and air conditions (HVAC) system and monitors proper functioning; Monitors and programs clocks, bell, fire and security systems
- Distributes office and instructional supplies
- Opens, closes, and monitors facilities, buildings, and rooms in accordance with District and site use procedures
- Utilizes appropriate Personal Protective Equipment (PPE) in the course of duties, such as safety glasses, gloves, noise-cancelling headphones
- Directs visitors to school office and safeguards school property
- Participates in routine professional development and trainings related to position
- Provides consultation to and participates in the training and support of co-workers
- Maintains flexibility and seeks support from supervisor in order to meet and prioritize requirements of the duties and responsibilities of the position within contracted work hours
- Performs other related duties as assigned.

MINIMUM REQUIREMENTS

Possession of:

- Valid CA Driver License.
- High School diploma or equivalent.

Knowledge of:

- Appropriate and best practice cleaning methods and the use and care of cleaning materials and equipment
- Requirements for maintaining school buildings and grounds in a safe, clean and orderly condition
- Methods of cleaning and preserving floors, walls and fixtures, cleaning materials, disinfectants and equipment used in custodial work
- Common tools and their use

Ability to:

- Perform essential duties and responsibilities of position
- Perform general building maintenance and other jobs related to school plant function
- Understand and carry out oral and written directions
- Make sound independent decisions
- Maintain effective communication, problem-solving skills, and relationships with those contacted in the course of work
- Demonstrate initiative to effectively plan, organize, and implement duties and responsibilities of position
- Meet the physical and mental requirements necessary to safely and effectively perform assigned duties
- Learn and follow the practices, rules, and regulations of the District and the school to which assigned
- Maintain the confidentiality of school-related information

EXPERIENCE:

Preferred/Desired Experience in:

- One year of general work experience in custodial, janitorial, and maintenance work.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The usual and customary methods of performing the job's functions require lifting and carrying (up to 75 pounds), pushing and/or pulling (up to 200 pounds); hand-eye

coordination; stand and walk, bend and stoop, climb ladders and scaffolds, and reach with hands and arms; use hands and fingers to touch, grasp, handle, feel, and operate cleaning, repair, and installation equipment and materials. Sufficient hearing and speaking ability for normal voice level conversations, telephone conversations, and to hear and speak to be understood in indoor and outdoor settings. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Generally, the job includes 10% sitting, 45% walking, and 45% standing.

While performing the duties of this position, the employee will be regularly required to use oral and written communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; work on multiple and concurrent tasks; work with frequent interruptions; work under deadlines; demonstrate judgment and professionalism when interacting with all encountered in the course of work. The employee must be able to work independently. The employee occasionally may deal with dissatisfied or quarrelsome individuals.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees regularly work in indoor and outdoor environments. The employee will work under typical conditions which are moderately quiet but may encounter loud noise level occasionally and/or for prolonged periods of time. The employee is subject to frequent interruptions. The employee may drive to District sites, training facilities, and other locations as needed.