

# ROSS VALLEY SCHOOL DISTRICT

## BUILDING MANAGER

### SUPERVISION EXERCISED AND RECEIVED:

Under the supervision of the site Principal and Director of Maintenance and Operations.

### DISTINGUISHING CHARACTERISTICS:

The Building Manager concept is a total support specialist, well trained and developed from Custodian function, with skills and experience that satisfy district needs for efficient maintenance and care of total district physical assets. Communication is a vital part of this concept as is the need for planning and total support programs, staff and other requests should flow through Principal meetings held as often as necessary, and include the Director of Maintenance and Operations, as applicable. The prime function of Building Manager is to relieve the principal of school plant operation, thus enabling the principal to devote a greater part of his/her activity to educational programs.

### EXAMPLE OF DUTIES AND RESPONSIBILITIES:

- Functions include training, supervision and evaluation of assigned personnel;
- Processes work requests and emergency actions immediately;
- Performs a variety of tasks of minor maintenance nature requiring little or no technical skill, i.e., changing light bulbs, oiling blower motors, installing coat racks and door stops, etc.;
- Maintains flexibility in order to meet requirements of principal and faculty and still finish assigned work on time;
- Confers with principal regarding care and cleaning programs per school plan;
- Prepares work schedules and performs work in accordance with instructions;
- Sees that the site is set up for special events and other needs;
- Raises and lowers flags daily;
- Reports needed repair work to proper personnel;
- Performs minor repairs and adjustments to building fixtures and equipment;
- Performs the cleaning of walls, furniture, woodwork, floors, windows, carpets, blinds, lavatories and other equipment;
- Collects waste paper and rubbish and disposes of it;
- Assists with the site recycling program;
- Requisitions custodial supplies and equipment;
- Inspects building for fire, sanitary and safety hazards, and makes reports;
- Operates heating system and sees rooms are properly heated;
- Assists teachers with special projects;
- Distributes instructional supplies;
- Makes non-technical minor repairs of instructional and audio-visual equipment;
- May perform routine grounds keeping duties such as watering lawns and shrubbery cultivation and cleaning gutters and roofs;

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- Directs visitors and safeguards school property;
- Maintains and programs clocks and bell system;
- Other related duties as assigned.

### MINIMUM REQUIREMENTS:

#### Knowledge of:

- Modern 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.

#### Ability to:

- Perform general building maintenance and other jobs related to school plant function;
- Use cleaning materials and equipment with skill and efficiency;
- Perform moderately heavy physical labor;
- Supervise and instruct others in custodial work;
- Program and perform routine maintenance of clock and bell systems;
- Operate heating and ventilating equipment;
- Understand and carry out oral and written directions;
- Maintain cooperative relationships with those contacted in the course of work;
- Meet the physical requirements necessary to safely and effectively perform assigned duties;
- Maintain effective work relationships with those contacted in the performance of required 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.

### REQUIREMENT:

- Must possess a valid California driver's license.

### EDUCATION:

- High School graduate or equivalent.

### EXPERIENCE:

- One-year experience in maintenance work.

Last Approved: December 12, 1996  
Last Revised: December 2004