

## **MAINTENANCE SUPERVISOR/FACILITIES PLANT MANAGER/ ENERGY MANAGER**

The Maintenance Supervisor/Facilities Plant Manager, under the direction of the Superintendent, shall be responsible for the maintenance of the physical plant of the district and shall direct the maintenance/custodial staff in a manner which ensures a safe, clean, and attractive learning environment. As Energy Manger, efforts will be made to implement strategies to reduce energy consumption district-wide.

### **Specific Responsibilities**

1. Assist in the recruitment, employment, assignment, transfer, promotion, dismissal, and supervision of custodial and maintenance personnel.
2. Maintain and furnish records and reports to the State Department of Education as they specifically relate to the areas of maintenance and facilities.
3. Coordinate with building principals the ordering and supply of necessary materials and equipment for maintenance of individual campuses as needed.
4. Assist in the determination of furniture and other equipment as required by the district.
5. Advise and assist the principals and Central Office with maintenance and support services.
6. Supervise and maintain records of evaluation for maintenance and custodial staff.
7. Maintain maps and data which clearly define district boundaries as well as the elementary school boundaries.
8. Serve as the district's liaison in working with local and state entities regarding maintenance and construction projects.
9. Contact, solicit, and maintain records of bids required for procurement of services, materials, and construction as needed and/or directed.
10. Supervise renovation and construction projects for the district as directed.
11. Advise and assist the Superintendent in developing plans for buildings and facility needs.
12. Develop, coordinate, and implement strategies to reduce energy consumption.
13. Provide practical advice and training on energy efficiency.
14. Keep accurate records and regularly collect energy monitoring data.
15. Conduct site inspections and energy surveys.
16. Approve and sign off on all custodial and maintenance time sheets weekly.
17. Approve and sign off on all expenditures as related to maintenance, custodial, and construction activities.
18. Monitor and respond to all emergency service calls for the Benton Police Department, the Benton Fire Department, etc. 24/7.

19. Attend all School Board meetings and present as required.
20. Perform other duties as assigned by the Superintendent.

**4/24/14**