



**Job Title:** **Building Grounds Site Supervisor, Without License**

**Department:** Facilities

**Reports To:** Zone Manager

**Grade:** MT-07, 08, 09, 10, 11 or 12 based on size of school, number of students, boiler/pool

- 5% shift differential working 2:30 to 11:00 pm (subject to yearly board approval)
- 10% shift differential working from 11:00 pm to 7:30 am (subject to yearly board approval)

**Number of Days:** 12 Months

**Security Access:** Building site

**Overtime Status:** Non-Exempt

**Last Revised Date:** February 23, 2017

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**Mission and Vision:** Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers and life.

Our mission is to inspire and prepare every student to love learning, achieve ambitious goals and make positive contributions to our world.

**Core Values:** Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day:

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community
- **Joy:** Joy at school and at work makes us more productive, because when we create, innovate and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task or concept and experiencing breakthrough moments.

**Position Summary:** Responsible for the general cleanliness and appearance of the entire facility. He/she will make continuous checks of the building and grounds, keeping the principal

informed of any deficiencies. Maintenance of the building, of any repairs that are beyond the BGSS's capability, will be turned into the Maintenance work order desk for emergencies, or by RQ and reported to the principal. He/she will maintain intercommunication with the Night Custodian(s) on any problems relating to the cleanliness and appearance of their respective area(s). He/she may be responsible for maintaining a current city license to operate the boiler and to maintain the swimming pool if applicable. This job requires considerable liaison with the Administrators and School District Personnel as well as the community.

**Minimum Qualifications:**

- High school diploma or equivalent
- Good interpersonal and organizational skills
- Computer skills and ability to communicate on a professional level (verbal and written)

**Responsibilities and Essential Functions:** The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Responsible for training employees to perform their daily task
- Responsible for assuring that supplies, tools and equipment are on hand to clean and maintain the school on a daily and project basis
- Monitor, inspect and document custodial performance (discuss with supervisors)
- The Custodial staff is well versed and trained on departmental and district policies and procedures
- The Custodial staff receives the appropriate safety training and enforces these programs
- Quality assurance programs are effectively implemented to ensure the quality standards expected
- Maintain accurate sign-in and payroll records on all custodial staff
- Keep an up-to-date maintenance log on all work orders open and complete
- Keep appropriate logs on boilers, univents, pumps, pools and other equipment

**Other Job Functions:**

- Sweeping and mopping
- Dumping trash
- Climbing ladders
- Cleaning windows
- Lift up to 50+ pounds with assistance
- Moving furniture
- Unlocking and removing chains from all doors
- Turning on lights
- Firing, checking and maintaining the boiler as required
- Turning on the air conditioning
- Monitor, cleaning and maintaining the swimming pool
- Cleaning and/or monitoring an assigned area
- Raising the flags
- Taking out the mail
- Policing the grounds
- Checking the playgrounds and equipment for safety concerns

- Replacing light bulbs
- Checking fire extinguishers
- Cleaning the kitchen and/or cafeteria
- Cleaning the sidewalks and entrances of ice and snow
- Replacing filters
- Calling in/turning in maintenance work orders
- Filling out weekly and monthly inspection reports
- Provide Custodial staff with current work schedules
- Document all training and counseling
- Visit with site administrators on regular bases
- Meet with Supervisors, Health Department officials, Fire Marshall, Insurance Inspectors and any other agent as need
- Organize summer clean up and any other cleaning projects as needed
- Display ability to work collaboratively with others on a team
- Other duties as assigned by the Plant Operations Manager, principals and/designee

**Supervisory Responsibility:**

- Supervise the custodial staff

**Working Conditions:** Exposure to the following situations may range from rare to frequent based on circumstances and factors that may not be predictable.

- Outside work in all weather conditions – extreme heat and cold included

*Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talents, skills and energy. Tulsa Public Schools is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, gender expression, gender identity, pregnancy, disability, genetic information, veteran status, marital status, age or any other classification protected by applicable law.*

*Tulsa Public Schools also provides reasonable accommodations to qualified applicants and employees with disabilities. If you need an accommodation during the application process, please contact the district's Talent Management department at 918-746-6310, or the district's Human Rights and Title IX Coordinator at 918-746-6517. You can also direct your request for accommodation in writing to the Tulsa Public Schools Education Service Center, Attn: Talent Management, 3027 S. New Haven Ave., Tulsa, OK 74114-6131.*