FACILITIES staff

Custodian, maintenance mechanic

- ADMINISTRATIVE ASSISTANT TO THE DIRECTOR OF FACILITIES
- OPERATIONS MANAGER - FACILITIES
- CUSTODIAN
- HEAD CUSTODIAN
- GROUNDS & FIELDS MAINTENANCE SPECIALIST
- MAINTENANCE MECHANIC SUPERVISOR

ADMINISTRATIVE ASSISTANT TO THE DIRECTOR OF FACILITIES

Cape Elizabeth School Department Job Description

QUALIFICATIONS:

I. Education/Certification: Associate degree or equivalent work experience. Hold a valid State of Maine Criminal History Records Check Approval.

II. Special Knowledge/Skills:

   I. Knowledge, understanding, and demonstrated aptitude or competence in the performance responsibilities listed below.

   II. Must possess strong organizational skills as well as the ability to handle multiple projects professionally.

   III. Demonstrated ability to exercise independent judgment, prioritize tasks, and work independently with a high degree of accuracy.

   IV. Demonstrated computer skills with experience in Microsoft Office Suite.

   V. Must be team oriented with excellent interpersonal and communication skills.

   VI. Must be willing to participate in ongoing in-service training as requested.

   VII. Must maintain a high level of ethical behavior and confidentiality of information as required by law.

   VIII. Knowledge of principles and practices of Facilities ~~and Transportation~~ organization~~s~~.

   IX. Ability to follow oral and written instruction.

III. Experience: Three or more years experience in general office responsibilities and procedures. Demonstrated aptitude or competence for successful fulfillment of assigned performance responsibilities.

REPORTS TO:

Director of Facilities ~~and Transportation~~

JOB GOAL:

To assist the Director with tasks necessary for the efficient operation of the Facilities ~~and Transportation~~ department~~s~~.

PERFORMANCE RESPONSIBILITIES:

I. Coordinate and maintain Facility Use and Field Use schedules

II. Maintain office calendar to coordinate work flow

III. Open, sort, and distribute all incoming correspondence

IV. Set up and coordinate meetings and conferences

V. Work with School Dude platform with service request and dispatching

VI. Maintain office supplies and inventory

VII. May conduct research, compile data, and prepare reports for consideration by the Director

VIII. Support staff in assigned project-based work

IX. File and retrieve organizational documents, records, and reports

X. Perform general clerical duties as assigned

XI. Monitor and assist with Departmental website

XII. Interact with staff, visitors, students, and Town and School faculty

XIII. Assist with Transportation operations and dispatching

XIV. Perform such other duties and assumes such other responsibilities as assigned by the Director of Facilities and Transportation

EQUIPMENT USED:

Computer, printer, calculator, telephone, copy machine, fax machine, and other pieces of general office equipment.

WORKING CONDITIONS:

Mental Demands: calculating, comparing, editing, problem-solving, evaluating, interpreting, organizing, consulting, analyzing, planning, designing, documenting, specifying, coordinating, implementing, presenting

Physical Demands: The physical demands listed here are representative of those that are required to successfully perform the essential functions of this job: sitting, walking, climbing stairs, operating computers and other equipment, using tools, and lifting or moving up to 25 pounds.

Environmental Conditions: inside, working around moving objects, working alone.

TERMS OF EMPLOYMENT:

Twelve-month year. Compensation and work hours in accordance with recommendation established by Superintendent and Business Manager.

EVALUATION:

The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully handled and the extent to which yearly action plans and job goals are met. The Director of Facilities ~~and Transportation~~ will perform the evaluation.

The Cape Elizabeth School Department expects that all employees will perform assigned duties diligently, professionally, and efficiently and in compliance with all district policies and procedures as well as all federal and state laws.

NOTE:

The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

School Board Approved: June 20, 2012

OPERATIONS MANAGER - FACILITIES

Cape Elizabeth School Department Job Description

OVERVIEW:

The Operations Manager supports the overall coordination and organization of the Facilities Department under the 'One Town Concept'. This position ensures Town and School operations run efficiently and effectively through strong leadership in project management, communication, scheduling, and budget oversight.

This is a high-visibility position requiring exceptional organization, adaptability, and composure. The Operations Manager thrives in a fast-paced environment with shifting priorities, demonstrating professionalism, accountability, and a solutions-oriented approach in all aspects of departmental operations.

QUALIFICATIONS:

Education:

- High school diploma required; Associate's or Bachelor's degree preferred.
- Must meet all state and district employment requirements, including maintaining a Maine Department of Education Criminal History Records Check (CHRC)

Special Knowledge/Skills:

- Strong organizational, communication, and leadership skills.
- Ability to coordinate multiple priorities, meet deadlines, and adapt to changing circumstances.
- Proven interpersonal skills for working effectively with employees, administrators, contractors, and the public.
- Skilled in project tracking, workflow organization, and maintaining departmental efficiency.
- Demonstrated initiative, professionalism, and sound judgment.

Experience:

- Background in operations management, logistics, project coordination, or public sector administration preferred.
- Experience with budgeting, scheduling, and administrative management.
- Proven success supporting leadership, guiding staff, and improving systems or processes.

Technology Requirements:

- Proficiency with Microsoft Office, Google Workspace, and management or scheduling software.
- Use of department-issued technology (e.g., smartphone, work order systems) is required for communication, scheduling, and operational tracking.

REPORTS TO:

Facilities Director

JOB GOAL

To assist in the effective and efficient operation of the Facilities Department by ensuring organized communication, clear workflows, and consistent support of Town and School operational priorities.

PERFORMANCE RESPONSIBILITIES:

- Coordinate and monitor departmental operations, ensuring clear communication, timely scheduling, and workflow organization.
- Assist in managing operational budgets, purchasing, and financial tracking in alignment with departmental goals.
- Support the planning and delivery of facility projects, maintenance programs, and service contracts.
- Serve as a central communication link between staff, administrators, vendors, and community partners.
- Maintain departmental records, correspondence, and documentation with accuracy and confidentiality.
- Promote teamwork, accountability, and a professional culture across the department.
- Contribute to long-term planning, process improvement, and implementation of operational initiatives.
- Respond effectively to changing priorities, emergencies, and requests for assistance.
- Represent the department with professionalism, discretion, and responsiveness.
- Perform additional related duties as assigned to support departmental success.

WORKING CONDITIONS:

Mental Demands: Ability to manage multiple priorities, analyze and organize information, and maintain composure in high-pressure situations.

Physical Demands: Frequent sitting, standing, and use of computer systems; occasional lifting of materials up to 30 pounds; periodic visits to facilities or project sites.

Environmental Conditions: Primarily office-based with occasional field or site work. Must be able to adapt to variable conditions and occasional urgent operational needs.

TERMS OF EMPLOYMENT:

- Full-time, year-round position.
- Occasional evening or weekend work may be required for projects, events, or emergencies.
- Compensation and benefits established in accordance with Town and School Department policies.

EVALUATION:

Performance will be evaluated annually by the Facilities Director based on leadership, communication, and effectiveness in supporting departmental operations and goals.

The Cape Elizabeth School Department expects that all employees will perform assigned duties diligently, professionally, and efficiently and in compliance with all district policies and procedures as well as all federal and state laws.

NOTE:

The above job description reflects the general requirements necessary to describe the principal functions or responsibilities of the job identified. It shall not be interpreted as a detailed description of all work requirements that may be inherent in the role, either at present or in the future.

School Board Approved:

- June 20, 2012 *(originally Administrative Assistant to Director of Facilities and Transportation)*
- September 14, 2021
- December 9, 2025

CUSTODIAN

Cape Elizabeth School Department Job Description

QUALIFICATIONS:

I. Education/Certification: High School diploma or equivalent. Hold a valid State of Maine Criminal History Records Check Approval.

II. Special Knowledge/Skills: Knowledge, understanding and demonstrated aptitude or competence in the performance responsibilities listed below; good work habits; dependability and ability to work without supervision; ability to maintain positive relations with students, school and town personnel, supervisors and citizens at all times; knowledge of chemicals, asbestos management, safety and Material Safety Data Sheets. Demonstrated aptitude for, or competence in the areas listed under responsibilities. A positive attitude is expected at all times. Employees are expected to be flexible and work as a team member. Such alternatives as the Administration may find appropriate and acceptable.

III. Experience: Demonstrated aptitude or competence for successful fulfillment of assigned performance responsibilities.

IV. Technology Requirements: Use of a department-issued smartphone is an essential job requirement. Employees will receive training and are expected to become proficient in using this device during work hours for communication, accessing scheduled, managing door access, checking email, using time management software, responding to alerts, and operating other department or school-related systems.

REPORTS TO: Head Custodian

JOB GOAL:

To provide all students, and the community at large, with a safe, secure, clean, attractive, comfortable, and efficient environment in which to learn, play, and engage in personal growth and development.

PERFORMANCE RESPONSIBILITIES:

Custodial responsibilities shall include, but not be limited to:

I. Maintaining cleanliness and appearance of all assigned areas (e.g., Classrooms, bathrooms, hallways, and common spaces) through regular sweeping, mopping, vacuuming, and surface cleaning

II. Performing routine floor care, including burnishing, scrubbing, stripping, and waxing as scheduled or directed

III. Restocking supplies and ensuring cleanliness of sinks, toilets, and drinking fountains

IV. Cleaning windows, fixtures, furniture, and surfaces as needed

V. Assisting with event setup/breakdown and furniture/equipment moves

VI. Opening and closing the building, including securing all windows and doors and reporting safety or maintenance concerns

VII. Working across various buildings as assigned

VIII. Performing other duties as assigned by supervisory or facilities leadership, including lead custodians, head custodian, operations manager, or director of facilities

WORKING CONDITIONS:

Mental Demands: calculating, comparing, evaluating, interpreting, organizing, consulting, analyzing, planning, documenting, specifying, coordinating, implementing, presenting

Physical Demands: The physical demands listed here are representative of those that are required to successfully perform the essential functions of this job; adjusting, connecting, painting, lifting up to fifty pounds, pulling, climbing stairs, writing, operating equipment, and use of ladders and scaffolding

Environmental Conditions: outside, inside, slippery surfaces, microwaves, chemical exposure, biological exposure, working around moving objects or vehicles, working alone

TERMS OF EMPLOYMENT:

Applicable terms of the Cape Elizabeth Education Association agreement.

EVALUATION:

The basis of the evaluation will be the extent to which the above performance responsibilities are successfully handled and the extent to which yearly action plans and job goals are met. The Head Custodian will perform the evaluation in consultation with the Director of Facilities.

The Cape Elizabeth School Department expects that all employees will perform assigned duties diligently, professionally, and efficiently and in compliance with all district policies and procedures as well as federal and state laws.

NOTE:

The above job description reflects the general requirements necessary to describe the principal functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

School Board Approved: June 12, 2007

Revised: November 3, 2009

October 9, 2012

June 10, 2025

PDF version

Word version

HEAD CUSTODIAN

Cape Elizabeth School Department Job Description

QUALIFICATIONS:

I. **Education/Certification:** High School diploma, or equivalent, post secondary training desirable. Hold a valid State of Maine Criminal History Records Check Approval.

II. **Special Knowledge/Skills:** Demonstrated aptitude or competence in the performance responsibilities listed here: good work habits; dependability; ability to maintain positive relations with custodial staff, students, administrators, school and town personnel, and citizens at all times; knowledge of chemicals, asbestos management, safety and Material Safety Data Sheets. Demonstrated aptitude or competence in supervision, organization, training of employees, and appropriate use of cleaning products. A positive attitude is expected at all times. Employees are expected to be flexible and work as a team member. Such alternatives to the above qualifications as the Administration may find appropriate and acceptable.

III. **Experience:** Demonstrated aptitude or competence for successful fulfillment of assigned performance responsibilities.

REPORTS TO: Director of Facilities

SUPERVISES: Custodial Staff

JOB GOAL: To maintain the physical school/town facilities in a condition of operating excellence, cleanliness, and safety, so that full and appropriate use of them may be made at all times.

PERFORMANCE RESPONSIBILITIES:

I. Performs all duties of a custodian.

II. Oversees daily cleaning of assigned building(s).

III. Supervise staff and enforce cleaning assignments and responsibilities within the assigned building(s).

IV. Responsible for building and event setups and cleanups.

V. Nightly security check of building(s).

VI. Report any and all issues and concerns to the Director of Facilities as they arise.

VII. Oversees summer cleaning of building(s).

VIII. Meets weekly with the Operations Manager.

IX. Receives calls for absence and secures substitutes.

X. Input Work Orders into the system.

XI. Inventory and ordering of supplies.

XII. Responsible for assigning coverage for weekend events.

XIII. Evaluate the performances of the Custodial staff according to the approved schedule.

XIV. Performs other tasks as may be assigned by the Director of Facilities as this is just a snapshot of core responsibilities.

WORKING CONDITIONS:

Mental Demands: calculating, comparing, editing, evaluating, interpreting, organizing, consulting, analyzing, planning, designing, documenting, specifying, coordinating, implementing, and presenting.

Physical Demands: The physical demands listed here are representative of those that are required to successfully perform the essential functions of this job: adjusting, connecting, painting, lifting up to fifty (50) pounds, pulling, climbing stairs, writing, operating equipment, and use of ladders and scaffolding.

Environmental Conditions: outside, inside, slippery surfaces, microwaves, chemical exposure, biological exposure, working around moving objects or vehicles, and working alone.

TERMS OF EMPLOYMENT: Applicable terms of the Cape Elizabeth Education Association agreement.

EVALUATION: The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully handled and the extent to which yearly action plans and job goals are met. The Director of Facilities will perform the evaluation.

The Cape Elizabeth School Department expects that all employees will perform assigned duties diligently, professionally and efficiently and in compliance with all district policies and procedures as well as all federal and state laws.

NOTE: The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future

School Board Approved: June 12, 2007

REVISED: November 3, 2009

October 9, 2012

March 12, 2024

GROUNDS & FIELDS MAINTENANCE SPECIALIST

Cape Elizabeth School Department Job Description

QUALIFICATIONS:

I. Education/Certification: High School diploma, or equivalent. Hold a valid State of Maine Criminal History Records Check Approval.

II. Special Knowledge/Skills: Proficiency with groundskeeping equipment (e.g., mowers, tractors, line painters); Demostrated knowledge of and competence in groundskeeping and field maintenance; Background in landscaping, horticulture, or turf management is advantageous; Experience in grounds and athletic field maintenance preferred. Such alternatives to the above qualifications as the Administration may find appropriate and acceptable.

III. Experience: Knowledge, understanding and demonstrated aptitude or competence in the performance responsibilities listed below: Demonstrated aptitude or competence for successful fulfillment of assigned performance responsibilities; Ability to work independently and as part of a team; Effective communication and organization skills; Strong work ethic, flexibility, and problem-solving skills; good work habits; dependability and ability to maintain positive, professional relationships with students, school and town personnel, supervisors, and citizens at all times.

IV. Technology Requirements: Use of a department-issued smartphone is an essential job requirement. Employees will receive training and are expected to become proficient in using this device during work hours for communication, accessing schedules, managing door access, using time management software, responding to alerts, and operating other department or school-related systems.

REPORTS TO:

Maintenance Supervisor

JOB GOAL:

To provide a clean, safe, high-performing and aesthetically well-maintained outdoor environment for students, staff, athletes, and community.

PERFORMANCE RESPONSIBILITIES:

Ground Maintenance:

I. Maintain lawns, landscaping, paved areas, and green spaces across campus.

II. Implement seasonal grounds care including mowing, edging, pruning, mulching, fertilizing, and snow removal as required.

III. Monitor grounds for safety hazards and maintenance needs.

IV. Ensure safe pedestrian and vehicular access around buildings and campus.

Athletic Facility Support:

I. Work collaboratively to support the Athletic Department in all aspects of athletic facility preparation, maintenance, and event support, including both indoor and outdoor spaces.

II. Maintain facility safety and performance standards, including tasks such as field grading, line striping, gym setup, irrigation, and turf management.

III. Setup and take down sports equipment and facility elements, such as goals, nets, benches, mats, and flags.

IV. Assist with event preparation and post-event cleanup to ensure all athletic spaces remain safe, clean, and ready for use.

V. Report maintenance or safety concerns to the Facilities Director for timely resolution.

Collaboration:

I. Work with the Facilities Director to align work with broader campus needs and projects.

II. Work with staff and program leaders who use the grounds and athletic facilities to ensure all areas are prepared and supported for their activities.

III. Coordinate tasks with Public Works when needed.

IV. Support custodial and maintenance teams as directed.

V. Perform other duties as assigned by the Facilities Director.

TERMS OF EMPLOYMENT:

Applicable terms of the Cape Elizabeth Education Association agreement.

WORKING CONDITIONS:

Mental Demands: Evaluating, organizing, prioritizing, coordinating, planning, inspecting, communicating and responding to emergencies.

Physical Demands: The physical demands listed here are representative of those that are required to successfully perform the essential functions of this job: Must be able to regularly lift 50 pounds; operate mowers, tractors, line painters, and snow removal equipment; bend, stoop, crouch, and climb. Exposure to outdoor conditions in all seasons and weather.

Environmental Conditions: Frequent exposure to dust, pollen, noise, outdoor elements, fertilizers, herbicides, and athletic field chemicals. May work alone or as part of a team.

EVALUATION:

The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully handled and the extent to which yearly action plans and job goals are met. The Director of Facilities will perform the evaluation.

The Cape Elizabeth School Department expects that all employees will perform assigned duties diligently, professionally and efficiently and in compliance with all district policies and procedures as well as all federal and state laws.

NOTE:

The above job description reflects the general requirements necessary to describe the principal functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

School Board Approved: June 10, 2025 *(Maintenance Mechanic/Groundskeeper)*

Revised: February 10, 2026 *(Grounds & Fields Maintenance Specialist)*

PDF version
Word version

MAINTENANCE MECHANIC SUPERVISOR

Cape Elizabeth School Department Job Description

QUALIFICATIONS:

I. **Education/Certification:** High School diploma or equivalent, post-secondary training in maintenance is desirable. Hold a valid State of Maine Criminal History Records Check Approval.

II. **Special Knowledge/Skills:** Knowledge, understanding, and demonstrated aptitude or competence in the performance responsibilities listed below; good work habits; dependability and ability to work without supervision; ability to maintain positive relations with maintenance staff, administrators, students, school and town personnel and citizens at all times; knowledge of chemicals, asbestos management, Safety, and Material Safety Data Sheets. Demonstrated aptitude or competence in supervising and training maintenance employees and carrying out basic carpentry, electrical, plumbing, roofing, painting, heating, grounds, and mechanical repair. Such alternatives to the above qualifications as the Administration may find appropriate and acceptable.

III. **Experience:** Demonstrated aptitude or competence for successful fulfillment of assigned performance responsibilities.

REPORTS TO:

Director of Facilities

SUPERVISES:

Maintenance Mechanic Staff

JOB GOAL:

To provide all students and the community at large with a safe, secure, clean, attractive, comfortable, and efficient environment in which to learn, play, and engage in personal growth and development.

PERFORMANCE RESPONSIBILITIES:

I. Performs all duties of a Maintenance Mechanic

II. Assist the Director in overseeing maintenance and repairs of electrical, plumbing, heating, ventilation, and air conditioning (HVAC), carpentry, painting, and other building systems

III. Oversee the day-to-day operations of the maintenance team

IV. Delegate and distribute tasks and work orders to the staff

V. Ensures maintenance repair work is completed correctly and promptly

VI. Assist with personnel management, including interviewing prospective staff, disciplining employees, and upholding contractual and school procedures

VII. Communicating updates on work orders and projects with the Director

VIII. Conduct performance evaluations that are timely and constructive

IX. Operate and maintain the Work Order system to the Director's standards

X. Maintains inventory of supplies

XI. Foster a work environment of inclusiveness and respect and promote good employee moral

XII. Serve as the point of contact for all regular service technicians (HVAC, Controls, Electrician, Plumber and Roofers)

XIII. Performs other related duties as assigned by the Director and Operations Manager

TERMS OF EMPLOYMENT:

Twelve-month year. Salary and work year in accordance with recommendations established by the Superintendent of Schools and District Business Manager.

WORKING CONDITIONS:

Mental Demands: calculating, comparing, editing, evaluating, interpreting, organizing, consulting, analyzing, planning, designing, documenting, specifying, coordinating, implementing, and presenting

Physical Demands: adjusting, connecting, painting, lifting up to fifty pounds, pulling, writing, and operating

Environmental Conditions: outside, inside, slippery surfaces, microwaves, chemical exposure, biological exposure, working around moving objects or vehicles, and working alone

EVALUATION:

The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully handled and the extent to which goals are met.

NOTE:

The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, present or future.

APPROVED: June 11, 2019 *(Maintenance Mechanic Foreman)*

Revised: December 12, 2023