

# FACILITIES

Custodian, maintenance mechanic

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# ADMINISTRATIVE ASSISTANT TO THE DIRECTOR OF FACILITIES

## 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~~ organizations.
  - 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~~ departments.

## 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

# CUSTODIAN

## 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:

I. Good work habits.

II. Dependability and ability to work without supervision.

III. Ability to maintain positive relations with students, school and town personnel, supervisors, and citizens at all times.

IV. Knowledge of chemicals, asbestos management, safety and Material Safety Data Sheets.

V. Demonstrated aptitude or competence in the areas listed under responsibilities.

VI. A positive attitude is expected at all times.

VII. Employees are expected to be flexible and work as a team member.

VIII. Such alternatives as the Administration may find appropriate and acceptable.

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

## 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, the following as requested and/or directed:

I. Keeps building neat and clean at all times.

II. Empties trash in classrooms, bathrooms, and all baskets daily.

III. Vacuums/dry mops all floors and stairs daily.

IV. Washes classroom, hallways, bathroom floors daily, and stairs as needed.

V. Cleans sinks and toilets in bathrooms daily and sinks in classrooms as needed.

VI. Cleans drinking fountains daily.

- VII. Replenishes soap and paper in all dispensers as needed.
- VIII. Vacuums all classrooms thoroughly at least weekly.
- IX. Cleans locker tops weekly.
- X. Removes fingerprints and marks from walls.
- XI. Burnishes hallways.
- XII. Scrubs, strips, waxes, and polishes floors using heavy powered scrubber and buffers as directed at least weekly.
- XIII. Cleans and dusts furniture, exhibit cases, pictures, door trim and whiteboards at least weekly.
- XIV. Washes glass in doors and windows.
- XV. Replaces light bulbs as needed.
- XVI. Helps set up and clean up after activities in building.
- XVII. Assumes responsibility for the opening and/or closing of the building each day and for ensuring security of the building through inspection prior to leaving, checking to verify that all windows and doors are closed and locked.
- XVIII. Reports any condition of the facilities that is not safe or functioning as designed to their supervisor.
- XIX. Moves furniture or equipment within the building as required or directed.
- XX. Performs other tasks as may be assigned by the Head Custodian or administrator.

## 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

# HEAD CUSTODIAN

## 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



# MAINTENANCE MECHANIC

## QUALIFICATIONS:

- I. Education/Certification: High School diploma, or equivalent, post secondary training in maintenance field 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 students, school and town personnel, supervisors and citizens at all times; knowledge of chemicals, asbestos management, safety and Material Safety Data Sheets. Demonstrated aptitude or competence for 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

## JOB GOAL:

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

## PERFORMANCE RESPONSIBILITIES:

- I. Performs routine maintenance to include carpentry, plumbing, roofing, painting, electrical, heating, and mechanical repairs.
- II. Performs building repairs and maintenance which do not require specific licensed authority.
- III. Performs repairs and maintenance to building and equipment that may be accomplished under the direction of a licensed technician.
- IV. Examines buildings on a regular basis for needed repairs and maintenance. Immediately advises the Maintenance Supervisor of maintenance problems within the buildings.
- V. Advises the Maintenance Supervisor as to the need for services and/or repairs by outside contractors.
- VI. Performs other tasks as may be assigned by the Maintenance Supervisor and the Director of Facilities.

## TERMS OF EMPLOYMENT:

Applicable terms of the Cape Elizabeth Education Association agreement.

## 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.

## 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 Maintenance Supervisor 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 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: May 9, 2006

Revised: October 9, 2012

# MAINTENANCE MECHANIC SUPERVISOR

## 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