

Blue Hill Consolidated School

Reports to: Principal

Job Goal: To monitor and maintain the school buildings, grounds, and its systems in excellent working order.

1. This is a working position. Supervisor will be readily available throughout the day for services to the staff and students. Certain cleaning tasks will be completed during the school day.
2. Supervises, evaluates, and trains other custodians.
3. Is responsible for scheduling and supervising the maintenance and repair of the school building, playgrounds, and grounds.
4. Is responsible for the purchase of cleaning/maintenance supplies and equipment.
5. Is responsible for preparing the relevant sections of the annual school budget by meeting with the principal, superintendent, and central office finance staff.
6. Is responsible for building safety and security programs including fire drills and lock down drills.
7. Is responsible for obtaining cost proposals for maintenance and repairs from vendors and contractors, keeping the principal informed at all times. Uses customary and usual contractors for minor repairs under \$5000 unless a change is approved by the Superintendent. Projects estimated to be in excess of \$5000 must go out to bid and be approved by the School Board.
8. Is responsible for the thorough cleaning of the building on a daily basis, and communicates with school staff to assess their cleaning needs and present the expectations of custodial staff. Collaboration is high priority.
9. Regularly inspects and evaluates building systems and reports results to the principal.
10. Coordinates, sets up and breaks down school areas for facility and community meetings, and School Board meetings.
11. Maintains safe and efficient operations of the building systems.

12. Hours assigned by the principal (may include occasional night/weekend hours in conjunction with special events).
13. Co-chairs Building and Grounds Committee and reports to the School Board monthly.
14. Other specific duties assigned by the principal.

Adopted: Blue Hill School Committee – November 2, 1990

Amended: Blue Hill School Committee – June 14, 2000

Amended: Blue Hill School Committee – April 13, 2011

Amended: Blue Hill School Committee – May 13, 2015

Reviewed: Blue Hill School Committee – March 9, 2016

