

SUPERVISOR OF FACILITY OPERATIONS

JOB DESCRIPTION MSD OF WAYNE TOWNSHIP

PURPOSE: To ensure District facilities operate in an efficient, safe, well-working manner

PERFORMANCE RESPONSIBILITIES:

1. Supervises maintenance, grounds, and custodial operations on a daily basis.
2. Supervises warehouse personnel.
3. Assists Director of Operations in ordering supplies.
4. Provides input in development of CPF and General Fund budgets.
5. Maintains life cycle schedules for replaceable equipment.
6. Monitors reports from the energy management system and makes suggestions and recommendations to the Energy Manager.
7. Examines heating, ventilating, and air-conditioning (HVAC) equipment on a regular basis for needed repairs, service, and maintenance.
8. Maintains the safe condition of electrical apparatus, air-conditioning, refrigeration, emergency generators, and similar electrical elements in all District facilities.
9. Instructs the building operator and/or the head custodian in proper operative procedures of building equipment and determines which repairs may be performed by custodians, maintenance personnel or staff, or which must be performed by outside contracts and advises accordingly.
10. Makes monthly visits to all buildings to meet with the principal regarding custodial and maintenance concerns.
11. Performs such other tasks and assumes such other responsibilities as the Superintendent or his or her designee may assign.

Revised: December 2016