

Lynden Christian Schools

JOB DESCRIPTION

JOB TITLE:	Supervisor of Plant Operations
REPORTS TO:	Director of Finance and Administration
STATUS:	Salaried, 1.00 FTE

POSITION SUMMARY

The Supervisor of Plant Operations is responsible to the Director of Finance and Administration (DFA) as well as the principals of the areas of assignment. He/she is to work in accordance with the policies and regulations that have been developed by the Buildings and Grounds Committee, School Board and Administration. The Supervisor of Plant Operations is responsible for providing quality performance of duties and does so in a spirit of respect and cooperation with all employees and students of Lynden Christian Schools. He/she is also responsible for soliciting the same performance from his/her staff, providing Christian leadership, and encouraging respect and cooperation.

SUPERVISORY RESPONSIBILITIES

- A. Manage all custodial staff and hired contractors performing cleaning, maintenance, repairs, and improvements.
 - a. Monitor workmanship.
 - b. Inform of special events and special help needs in advance.
 - c. Insure custodians are aware of chapel, game, and program set-up responsibilities.
 - d. Provide equipment and supplies necessary to do work.
- B. Manage and oversee all cleaning, repairs, and minor projects.
- C. Work in consultation with the DFA on major renovation and expansion projects.
- D. Maintain appropriate documentation and record keeping regarding equipment, facilities and property.
- E. Oversee the maintenance and purchasing of all furnishings, fixtures and equipment within the annual budget.
- F. Evaluate and communicate property, facility, and equipment needs to the appropriate Board Committees under the oversight of the DFA, including planning and prioritization for equipment replacement, facility updates, and new construction.
- G. Maintain all relevant Federal, State, and County regulations in Facility and Equipment safety.
- H. Work with the DFA, Superintendent, and building principals on performing safety inspections, drills, and establishing policy for school safety.
- I. Oversee all transportation. The transportation Supervisor shall report directly to The Supervisor of Plant Operations.

GENERAL TASKS AND RESPONSIBILITIES

- A. Be responsible for overseeing the general cleanliness, maintenance of equipment and facilities, and safety of the School Buildings ("Buildings").
- B. Be responsible for the Buildings, equipment, work with building custodians and assist with set-up and take down tasks necessary to carry out the programs and operations of the school (Chapels, programs, special events, etc.)
- C. Insure that the HVAC, plumbing, electrical, and fire alarms systems are in proper working order and arrange for annual maintenance on said systems. Report problems to the DFA and participate in remedies.
- D. Remove snow and ice on school campus when necessary.
- E. Be responsible for overseeing recycling in the Buildings.
- F. Assist when needed at special events, athletic events, and other programs. Additional pay may be appropriate as established by the DFA.
- G. Perform additional work when needed that is not covered by *the* building custodians. (Extra clean-up, staff restrooms, extra garbage removal, etc.)
- H. Provide teachers with equipment necessary for them to participate in the cleanliness of the school.
- I. Work with building custodians to maintain list of duties/responsibilities for each school building custodian.

OTHER

- A. Monitor the exteriors and lawns around Lynden Christian School campus, work in coordination with grounds custodian, and report problems and needs to the DFA.
- B. Be available and willing to perform other duties that are necessary for the operation of Lynden Christian Schools.
- C. Communicate with teachers, staff, and administrators regarding their needs and problems and work with them to resolve any issues.
- D. Safety Officer, overseeing the security of the Buildings. Train staff in safety and security measures, maintain data and records of all safety training conducted on campus for reporting purposes (all drills for CSI/State Accreditation, record keeping for a school approved by the state of WA) monitor all security systems and be the liaison between the Lynden City Police and Fire Departments, updating, modification, and full implementation of the Lynden Christian Schools Emergency Management Plan, responsible for the coordination and facilitation of safety operations in all areas (drills in all buildings, bus evacuation drills, safety training for all staffs). serve as IC for campus safety incidents, coordinate a campus incident command response, provide training in specific areas of the ICS structure specific to roles played by personnel in an emergency, liaise with emergency response personnel in the community in incidents or in preparation for incidents,

Assist in evaluations of other custodians, sweepers, and summer help.

GENERAL PHYSICAL REQUIREMENTS & WORK CONDITIONS

Primary work is performed within office setting but also includes work throughout LCS campuses. Must be available to attend occasional evening committee meetings. Position requires sitting for long periods of time and hand manipulative skills for word processing and writing. Some bending and stooping with minimal lifting up to 50 pounds. Must be able to hear verbal conversations over the phone and in-person with background noise. Must be able to consistently identify objects and persons at a distance and read fine print on various forms.

This is not a comprehensive job description meant to cover all possible duties. Duties and responsibilities may be added or subtracted as necessary to maintain the campus in an efficient manner. Other projects and jobs may be assigned outside the scope of this job description when necessary.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.