

## Thompson Falls School District Position Description

---

Position Title: District Boiler / Maintenance and Custodian Supervisor

Reports to: Superintendent

---

### QUALIFICATIONS:

1. Demonstrates knowledge and application of basic construction (carpentry, plumbing, painting, flooring/carpet installation, electrical, etc.).
2. Low Pressure Boiler License
3. Communication skills necessary to develop and present information to the district to comply with federal and state safety regulations
4. Supervisory experience in order to deal with high stress situations
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Overall Goal: To provide all students with a physical environment that is safe, clean, attractive, pleasant, and conducive to maximize learning.

1. Maintain maintenance inventories and records as required for a safe, clean, attractive, pleasant, and smooth functioning school operations.
2. Helps the administration as assigned to prepare and administer the budget for maintenance supplies and equipment.
3. Recommends purchase of necessary equipment and supplies. Can purchase supplies to maintain maintenance needs of the district without approval up to \$1000.
4. Organizes and implements a program of preventive maintenance.
5. Directs the maintenance of all buildings and grounds as to safety and provides support to the administrators as to the quality of cleanliness of the district.
6. Contacts contractors as needed for district maintenance needs.
7. Helps monitor and order all fuel deliveries for the boiler(s), plus monitors and operates both boiler systems.
8. Responsible to provide for game set-up as needed.
9. Provide for scheduled routine inspections and servicing of mechanical equipment, roof drains, door hardware, window locks, window breakage, lighting, flooring, plumbing, heating, equipment, and other building related items.
10. Make sure that the school grounds are properly maintained and kept clean for academic, community, and activity use to include the supervision of student workers.
11. Maintains and distributes the paper for each building level.

12. Make sure that snow and ice are removed from sidewalks and parking lots during winter.
13. Supervise summer lawn worker(s), maintenance/boiler custodian worker, and district custodians.
14. Treat all staff, co-workers, parents, students, etc. with respect and professionalism.
15. Other related duties assigned by the building level administrators or superintendent.