

TITLE: Assistant Supervisor, Sites

- QUALIFICATIONS:**
1. High School diploma or equivalent.
 2. Must meet all of the education/experience requirements of the Sites Worker.
 3. C.D.L. Class A with Air Brake endorsement.
 4. Knowledge of seeds, fertilizers and related products and their uses.
 5. Three years experience in site management or services.
 6. Ability to read and interpret plans and blueprints.
 7. Ability to read, write and follow directions in the English language.
 8. Demonstrated ability to work with diverse groups.
 9. Experience in industry-standard computer applications.
 10. Knowledge of federal, state and local codes and regulations.
 11. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Designated Supervisor

JOB GOAL: To ensure the appearance and maintenance of sites in an efficient and effective manner in a safe and cost effective manner that supports the goals of the District.

ESSENTIAL FUNCTIONS:

1. Performs all the duties of grounds and sites employess.
2. Assists with the review of work orders/job requests and determines daily, weekly and monthly priorities.
3. Assists in the monitoring of work assignments by on the job observation and feedback from site personnel.
4. Gives instructions in a clear and easily understood manner.
5. Assists in the instruction of personnel on performance of specific tasks when required.
6. Uses a computer to write and maintain reports and to respond to electronic mail.
7. Informs supervisor of problem areas or problems in work completion.
8. Keeps school personnel informed of progress on work orders.
9. Assists in the preparation of maintenance schedules for routine upkeep of equipment and facilities.
10. Assists in the planning of new school facilities.
11. Ensures that appropriate materials are available to complete work orders.
12. Investigates, gathers information and meets with co-workers/school personnel to assist in problem resolution.
13. Assists in the hiring and training of new personnel.

14. Works effectively under the stress of time, personnel shortages and multiple requests.
15. Keeps current with health, safety and building regulations.
16. Conducts inspections of equipment and/or facilities to ensure adherence to regulations.

OTHER RESPONSIBILITIES:

Performs related work as required. (Note: The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

PHYSICAL REQUIREMENTS:

1. The position requires exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or 20 pounds of force constantly to move objects.
2. Ability to stand for long periods of time and handle material by lifting, climbing, pushing, bending or stretching.
3. Tolerate working at heights off of a bucket truck, ladder or scaffold.

TERMS OF EMPLOYMENT:

Work year and salary as established by the Board and SPALC bargaining unit through the collective bargaining process.

ASSESSMENT:

Performance of this job will be assessed annually in accordance with provisions of the Board's policy on assessment of support personnel.

Adopted: 07-01-05

