



**Job Title:** Assistant Building Grounds Site Supervisor, High School, Licensed

**Department:** Facilities

**Reports To:** Building and Grounds Site Supervisor

**Grade:** MT-08

5% shift differential working 2:30 to 11:00 pm (subject to yearly board approval)

10% shift differential working from 11:00 pm to 7:30 am (subject to yearly board approval)

**Number of Days:** 12 Months

**Security Access:** Building site

**Current Date:** February 3, 2017

**Overtime Status:** Non-Exempt

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**Mission and Vision:** Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers and life.

Our mission is to inspire and prepare every student to love learning, achieve ambitious goals and make positive contributions to our world.

**Core Values:** Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day:

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community
- **Joy:** Joy at school and at work makes us more productive, because when we create, innovate and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task or concept and experiencing breakthrough moments.

**Position Summary:** Assisting the Building and Grounds Site Supervisor (BGSS) in the day to day operation of the custodial department and to help insure the general cleanliness and

appearance of the entire facility. He/she will make continuous checks of the building and grounds, keeping the BGSS informed of any deficiencies. He/she may be responsible for maintaining a current city license to operate the boiler and to maintain the swimming pool if applicable. He/she may be required to act in place of the BGSS in his/her absence. He/she may be required to communicate with Administrators, district personnel and the community when necessary.

**Minimum Qualifications:**

- High school diploma or equivalent
- Good interpersonal and organizational skills
- Computer skills and ability to communicate on a professional level (verbal and written)

**Responsibilities and Essential Functions:** The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Sweeping and mopping.
- Dumping trash.
- Climbing ladders.
- Cleaning windows.
- Lift up to 50+ pounds with assistance.
- Moving furniture.
- Assist with training employees
- Unlocking and removing chains from all doors.
- Turning on lights.
- Firing, checking, logging and maintaining the boiler as required.
- Turning on the air conditioning
- Monitor, cleaning and maintaining the swimming pool.
- Monitor, inspect and document employees performance (discuss with BGSS)
- Cleaning and/or monitoring an assigned area.
- Raising or lowering the flags.
- Taking out the mail.
- Policing the grounds.
- Checking the play grounds and equipment for safety concerns.
- Replacing light bulbs and ceiling tiles.
- Checking fire extinguishers.
- Cleaning the kitchen and/or cafeteria.
- Cleaning the sidewalks and entrances of ice and snow.
- Replacing filters.
- Calling in/turning in maintenance work orders.
- Filling out time sheets.
- Other duties as assigned by the Building and Grounds Site Supervisor.

**Skills and Abilities Required:** The following characteristics and physical skills are important for the successful performance of assigned duties.

- 3<sup>rd</sup> Class Engineers License

**Supervisory Responsibility:**

**Working Conditions:** Exposure to the following situations may range from rare to frequent based on circumstances and factors that may not be predictable.

Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talent, skills and energy. Tulsa Public Schools is equal opportunity employer and does not discriminate against persons because of age, race, color, creed, religion, disability, gender, ethnic or national origin, or veteran status. Tulsa Public Schools prohibits discrimination against individuals with disabilities and will reasonably accommodate applicants with a disability, upon request, and will also ensure reasonable accommodation for employees with disabilities.