

MUSKOGEE PUBLIC SCHOOLS

Equal Opportunity Employer



Job Description

Job Title: DISTRICT CUSTODIAL SUPERVISOR

Reports to: Director of Maintenance and Facilities

Department: Maintenance

Number of Days: 261

Compensation: Salaried Support

Overtime Status:

Date Job Revised: 2/16/09

Bonus:

Position Summary: Under general direction, performs supervisory and skilled work necessary to clean school facilities; work directly with site-based management, evaluating building cleanliness and implementation of recommended suggestions. To maintain Materials Safety Data Sheets (M.S.D.S.) Sheets for all required materials and supplies. Provide training to custodial staff improving the cleanliness and sanitation of building facilities through a cooperative effort with site-based management.

Coordinate and provides as required necessary safety training for support employees. Keep up to date safety programs and documentation of meetings

Qualifications/Job Requirements:

- Skill in directing and supervising work of others; in evaluating the custodial program; in teaching, training, and evaluating others.
- Knowledge of methods, techniques and practices required for operating and maintaining buildings and related structures; of materials, supplies, equipment and practices used in cleaning buildings; of operation and care of equipment, tools and supplies related to cleaning buildings and facilities.
- Ability to exercise initiative and independent judgment in determining facilities needs and work methods, and instruction of custodial staff.
- Must be able to comply with the physical limits and essential duties for the position.
- Ability to work directly with site-based management, evaluating building cleanliness and implementation of recommended suggestions.
- General computer-basic knowledge with Microsoft Word and Excel and willingness and initiative to be proficient in PowerPoint, Maintenance and Central Warehouse AS400 programs, and other necessary programs.

Duties and Responsibilities:

- Supervise custodial staff.
- Write and assign general work orders.
- Evaluate custodial supplies and make recommendations for purchase.
- Interpret regulations and enforce safety regulations.
- Conduct workshops and other activities to achieve required training for custodial staff in hazardous communication, asbestos awareness, bloodborne pathogens, personnel protective equipment, and other necessary workshops as required by the Director.

- Assist Departments in the implementation of required signage and safety regulations impacting the department.
- Coordinate necessary substitutes for custodians.
- Maintain and the necessary custodial supplies for the district wide usage.
- Respond to alarm calls during and after normal hours (24/7).
- Coordinate and supervise required building changes and cleaning procedures during the summer months.
- Inspect buildings weekly, making recommendations for facility improvement.
- Establish the standard of cleanliness for the building sites with a cooperative effort with site-based administration.
- Respond to concerns from site administrators on facilities.
- Ascertain all custodians are following the safety rules and regulations.
- Perform other duties as assigned.

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Job Description

Job Title: PAINTER / MAINTENANCE HELPER

Reports to: Director of Maintenance and Facilities

Department: Maintenance

Number of Days: 261

Compensation:

Overtime Status: As per Negotiated Agreement

Date Job Revised: 2-1-09

Bonus: As Per Negotiated Agreement

Position Summary: Under general supervision, perform assignments to keep school properties maintained through and organized painting schedule.

Qualifications/Job Requirements:

- Skill in mixing pigments to obtain desired colors; in mixing paints to proper consistency; in applying plaster; in supervising.
- Knowledge of methods and techniques of Painting; of building material supplies.
- Ability to follow oral and written instructions; to maintain the physical stamina necessary to perform heavy manual labor; to read and write.
- Ability to exercise initiative and independent judgment in planning and supervising maintenance activities; to determine painting needs and work methods; to plan and organize work with others; to perform heavy manual labor.
- Must meet job description essential duties criteria.

Duties and Responsibilities:

- Prepare surfaces to be painted by scraping, sanding or applying paint remover and filling cracks by stirring together correct portions of pigments, base and thinner. Applies paint by brush, roller or spray gun.
- Repairs and paints, stains, varnishes or otherwise refinish wood floors, wood paneling, doors, and furniture; strips gymnasium floors.
- Performs a variety of incidental task such as rigging scaffolds, moving furniture or equipment and related work.
- Taping and sanding joints of sheetrock walls.
- Supervises and trains other personnel who perform carpentry tasks.
- Conforms to and follows all safety practices set forth by Muskogee Public Schools.
- Assist in the maintenance of grounds through spraying fence lines and other district required tasks.
- Assists other trade areas in necessary tasks maintaining and improving school facilities.
- Performs other duties as assigned.

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Job Description

Job Title: MECHANICAL JOURNEYMAN

Reports to: Director of Maintenance and Facilities
Department: Maintenance
Number of Days: 261
Compensation: Level "P"
Overtime Status: As per Negotiated Agreement
Date Job Revised: 2/16/09
Bonus: As per Negotiated Agreement

Position Summary: Under general supervision, perform skilled mechanical work necessary for maintaining, cleaning, repairing H.V.A.C. equipment in the district facilities, including heating system.

Qualifications/Job Requirements:

- Possess and maintain a current Mechanical license.
- Skill in planning and laying out work; in using tools of the trade and materials.
- Knowledge of methods, procedures and techniques of heat and air conditioning trade; of the state Mechanical codes; of the location of the district asbestos management plan, how to read it, and training required to work with it.
- Ability to exercise initiative and independent judgment in determining H.V.A.C. needs and work methods; interpret blueprints, specifications or other instructions.
- Ability to interpret blue prints and specifications; plan and organize work with others; Exercise initiative and independent judgment; perform heavy manual labor.
- Must meet job description essential duties criteria.

Duties and Responsibilities:

- Check layout of existing heat devices and air conditioning units to plan work procedures.
- Obtain materials and supplies according to establish policies and procedures.
- Assist, or has assistance from, other maintenance personnel as required.
- Inspect heaters in school facilities, make repairs as needed, change filters as needed.
- Inspect air conditioning units in school facilities, make repairs as needed, change filters as needed.
- Perform other maintenance work, such as preparing equipment for the approaching season.
- Service machinery by cleaning, lubricating or replacing shafts, bearings, gears, pulleys and other parts.
- Conform to and follow all safety practices set forth by Muskogee Public Schools.
- Perform other duties as assigned.

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Job Description

Job Title: MAINTENANCE DEPT. SECRETARY

Reports to: Director of Maintenance and Facilities
Department: Maintenance
Number of Days: 261
Compensation: Level "J"
Overtime Status: As per Negotiated Agreement
Date Job Revised: 2/16/09
Bonus: As per Negotiated Agreement

Position Summary: Assist the administrator/director in facilitating the communications of maintenance and operations throughout the district. Maintain all records, billing, time sheets, correspondence, and payment request. Coordinate the purchase of supplies and materials for the maintenance department.

Qualifications/Job Requirements:

- High school diploma or equivalency.
- Knowledge of communication equipment and the appropriate use of the communication equipment.
- Secretarial training or similar office experience pertaining to particular job.
- Knowledge of applicable laws and regulations and school system policies and procedures.
- Ability to exercise initiative and independent judgment in determining need for dispatching a repair technician to school sites.
- Skilled in communications in high stress situations.
- High School Diploma or equivalent.
- Must meet job description essential duties criteria.

Duties and Responsibilities:

- Dispatch maintenance personnel to the appropriate location for needed repairs.
- Provide verbal communication properly utilizing the two-way radio system, mobile phones, and alpha numeric pagers to assist maintenance staff in the repairs and maintenance of buildings.
- Provide information for various aspects of the maintenance department to patrons, administrators, and other school personnel and appropriate as needed.
- Maintain applicable purchase orders for the department, and track purchases made by the department to insure adequate amounts are maintained.
- Maintains and analyzes district electric and gas bills
- Provides energy accounting reports on all sites.
- Inputs energy information into Energy star data base and generates needed reports
- Provides daily operations and adjustments on Honeywell energy management system.
- Provide overrides at school sites as needed
- Maintains cost accounting spread sheet on construction and remodeling projects.
- Maintains cost accounting on Maintenance projects and needs assessments for each site.
- Maintains cost accounting system in spreadsheet for all Maintenance Department expenses
- Obtain materials and supplies according to establish policies and procedures.

- Track and maintain fire drill reports for the district submitting them as needed to the proper authorities.
- Input payroll for the maintenance department and inputs custodial staff payroll during the summer.
- Order uniforms for the maintenance and custodial staff in the district.
- Obtain, gathers and organize pertinent data and information as needed.
- Answer telephone, and respond appropriately to request for information, taking messages and directing calls to proper individuals.
- Maintain a regular filing system and process incoming correspondence as instructed.
- Prepare purchase orders for maintenance department as well as process said orders for payment upon receipt of merchandise.
- Conform to and follow all safety practices set forth by Muskogee Public Schools.
- Perform other duties as assigned.

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Job Description

Job Title:

LEAD PLUMBER

Reports to: Director of Maintenance and Facilities

Department: Maintenance

Number of Days: 261

Compensation: Level "P"

Overtime Status: As per Negotiated Agreement

Date Job Revised: 2/16/09

Bonus: As per Negotiated Agreement

Position Summary: Under general supervision, perform skilled plumbing work necessary for maintaining, cleaning, repairing water or waste disposal systems and other plumbing or related facilities, including heating system.

Qualifications/Job Requirements:

- Possess and maintain a current plumber's journeyman license and contractor's license.
- Skill in planning and laying out work; in using plumbing tools and materials.
- Knowledge of methods, procedures and techniques of plumbing; of the state plumbing codes; of the location of the district asbestos management plan, how to read it, and training required to work with it.
- Ability to exercise initiative and independent judgment in determining plumbing needs and work methods; to interpret blueprints, specifications or other instructions; to establish and maintain the physical stamina necessary to perform heavy manual labor.
- Ability to interpret blue prints and specifications; to plan and organize work with others; to exercise initiative and independent judgment; to perform heavy manual labor.
- High School Diploma or equivalent.
- Must meet job description essential duties criteria.

Duties and Responsibilities:

- Check layout of existing water and waste disposal system to plan work procedures.
- Obtain materials and supplies according to establish policies and procedures.
- Cut opening in walls as required to install new plumbing and heating. Cut, ream thread, bend and fit pipe. Caulk and wipe joints; pour molten solder over joints; spread and shape solder with cloth.
- Install gas appliances, water and sanitary fixtures, laundry and kitchen equipment.
- Inspect plumbing in school buildings, offices and cafeterias; makes repairs such as opening drains and replacing faucet washers or other defective parts. Repair kitchen equipment such as dishwashers, baking ovens or steam kettles. Maintain laundry equipment; oil and grease electric motors periodically.
- Perform other maintenance work suck as cleaning, flushing and draining boilers. Repair or replace thermocouple safety valves; adjust pilot lights; clean or swab boiler flues; clean and replaces steam traps; make minor electrical repairs.
- Supervise and train other personnel who perform plumbing maintenance and repair work.
- Conform to and follow all safety practices set forth by Muskogee Public Schools.
- Share heat and air duties with electrician, when necessary.
- Perform other work as assigned

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Job Description

Job Title: LEAD GROUNDSMAN

Reports to: Director of Maintenance and Facilities
Department: Maintenance
Number of Days: 261
Compensation: Level "G"
Overtime Status: As per Negotiated Agreement
Date Job Revised: 2/16/09
Bonus: As per Negotiated Agreement

Position Summary: Under general supervision, prepares and maintains the outside areas of the district as well as the equipment necessary to perform heavy manual labor.

Qualifications/Job Requirements:

- Skill in following directions.
- Skill in driving commercial lawn equipment and of location of the school sites.
- Ability to follow oral and written instructions; to Learn the names of tools and equipment used by other craftsmen; to get along with others; maintain the physical stamina necessary to perform heavy manual labor.
- Knowledge of methods, materials, tools and techniques for repairing grounds equipment.
- Knowledge of methods, practices and equipment used in caring for and maintaining lawns, fields, and grounds.
- Desire to learn maintenance techniques, methods and procedures.
- Must meet job description essential duties criteria.

Duties and Responsibilities:

- Repair, adjust, or replace equipment as necessary.
- Inspect equipment for safety to insure that they meet safety standards.
- Maintain general appearance of the lawns and grounds areas, by mowing grass, water grass as needed.
- Perform preventive maintenance on a routine basis for maintenance department.
- Obtain materials and supplies according to established policies and procedures.
- Perform a variety of incidental task suck as rigging scaffolds or moving furniture and equipment as required to complete job task.
- Obtain and apply weed killer and fertilizer on lawns as needed and assigned.
- Keep shop area clean and in safe workable condition.
- Ensure that all equipment assigned is safe and well maintained.
- Conform to and follow all safety practices set forth by the district.
- Clean and store all tools, supplies and equipment after each use and in their proper place.
- Assist the maintenance department in performance of the responsibilities required to complete work being performed in the district.
- Performs other duties as assigned.

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Job Description

Job Title: LEAD ELECTRICIAN

Reports to: Director of Maintenance and Facilities
Department: Maintenance
Number of Days: 261
Compensation: Level "P"
Overtime Status: As per Negotiated Agreement
Date Job Revised: 2/16/09
Bonus: As per Negotiated Agreement

Position Summary: Under general supervision, perform skilled electrical work necessary for maintaining, repairing and installation of new construction in the school district facilities.

Qualifications/Job Requirements:

- Possess and maintain a current Journeyman’s license and contractor license.
- Skill in planning and laying out work; in using tools of the trade and materials.
- Knowledge of methods, procedures and techniques of electrical; of the state electrical codes; of the location of the district asbestos management plan, how to read it, and training required to work with it.
- Ability to exercise initiative and independent judgment in determining electrical needs and work methods; to interpret blueprints, specifications or other instructions.
- Skilled in installing and laying out electrical wiring and components; in detecting and repairing defects in electrical wiring and components; to perform heavy manual labor.
- High School Diploma or equivalent.
- Must meet job description essential duties criteria.

Duties and Responsibilities:

- Inspects and tests electrical systems to discover defects, repair low-voltage systems by replacing faulty wiring, switches, breakers, relays, controls and other components.
- Obtain materials and supplies according to establish policies and procedures.
- Secure specifications and layout for new and add-on work.
- Install conduits, wiring, switches, fuse boxes, junctions, receptacles, fixture and related items as needed.
- Trace electrical circuits for continuity and proper connections, using voltmeter as needed.
- Maintain stock of electrical supplies and materials; replaces broken light globes.
- Share heat and air conditioning duties with plumber, when necessary.
- Conform to and follow all safety practices set forth by Muskogee Public Schools.
- Performs other work as assigned.

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Job Title: Job Description
HEAD CUSTODIAN

Reports to: Building Administration
Department: Maintenance
Number of Days: 261
Compensation: Level "H"
Overtime Status: As per Negotiated Agreement
Date Job Revised: 2/16/09
Bonus: As per Negotiated Agreement

Position Summary: Sets standards of cleanliness for custodial staff at building site. Supervises custodial staff on site making sure all safety rules and regulations are followed by custodial staff. Performs routine cleaning duties in school buildings, or offices.

Qualifications/Job Requirements:

- Skill in using cleaning equipment and supplies.
- Knowledge of school standards for cleanliness; of assigned work areas; of cleaning methods and procedures; of a variety of cleaning aids or supplies.
- Ability to follow oral and written instructions; to maintain the physical stamina necessary to perform heavy manual labor.
- Ability to supervise custodial staff on site and provide direction, training and support.
- Must meet job description essential duties criteria.
- High School Diploma or equivalent.

Duties and Responsibilities:

- Sweeps, mops, waxes and polishes linoleum, tile or hardwood floors; vacuums carpets, dusts furniture and Venetian blinds.
- Washes windows, woodwork, metalwork, washrooms and fixtures. Empties waste baskets. Supplies washrooms with towels, soap and sanitary items.
- Operates and maintains buffers, sanders, vacuum cleaners and other janitorial equipment.
- Collects and disposes of trash and garbage; spray, disinfects and deodorizes assigned items and areas.
- Makes minor repairs on buildings and equipment and replaces light bulbs.
- Sweeps sidewalks and porches; shovels snow; keeps outside areas clean, orderly, mowed, trimmed and free of trash; checks and make minor repairs or adjusts playground equipment.
- Moves equipment and furniture; sets up and removes folding tables and other equipment for lunch, recreation or special events.
- Maintains clean and orderly storage rooms.
- Know location and proper care and use of all firefighting equipment.
- Be responsible for the security of the classrooms and buildings, checking that all students are out of the buildings, lights are off, windows are locked, doors are locked, rooms and building are checked for fire hazards.
- Work on maintenance during the summer months.
- Report any trouble or problems immediately.

- Clean and store all tools, supplies and equipment after each use and in their proper place.
- Supervises custodial staff on site. Establishing the standard of cleanliness for the buildings site.
- Makes sure all custodians are following the safety rules and regulation of the school district.
- Performs other duties as assigned.

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Job Description

Job Title: STADIUM GROUNDS PERSON

Reports to: Athletic & Maintenance /Facilities Directors
Department: Maintenance
Number of Days: 261
Compensation: Level "G"
Overtime Status: As per Negotiated Agreement
Date Job Revised: 2/16/09
Bonus: As per Negotiated Agreement

Position Summary: Under general supervision, prepares and maintains the outside areas of the district as well as the equipment necessary to perform heavy manual labor.

Qualifications/Job Requirements:

- Skill in following directions
- Skills in driving commercial equipment.
- Ability to follow oral and written instructions; to learn the names of tools and equipment used by other craftsmen; to get along with others; to maintain the physical stamina necessary to perform heavy manual labor; to read and write.
- Knowledge of methods, materials, tools and techniques for repairing grounds equipment.
- Knowledge of methods, practices and equipment used in caring for and maintaining field, track, and grounds.
- Desire to learn maintenance techniques, methods and procedures.
- Must meet job description essential duties criteria.

Duties and Responsibilities:

- Cleans grandstands after each scheduled athletic event at Indian Bowl Stadium.
- During football and soccer season sweeps the field of play as recommended by manufacture in compliance with warranty guidelines of both field and track manufactures.
- Weekly blows off the track surface as recommended by manufacture and in accordance with warranty guidelines.
- Maintains general appearance of stadium site and adjacent practice fields.
- Cleans press box, concession stands, and restrooms after each scheduled event.
- Maintains seating on grandstands and makes sure designated numbering system is in place in reserve seating area.
- Power washes grandstands and sidewalks as needed or when designated by athletic director.
- Uses equipment on site to maintain parking lot areas and walkways to prevent injury.
- Performs walk through inspection of site to make sure no safety concerns present before events.
- Works with security personnel assigned to events to help maintain crowd controls and gate entry.
- Maintains security and operation of stadium sound system equipment.
- Remains on site during scheduled events making sure events go smooth and restrooms are serviced on an hourly basis.
- During basketball season this position will assist with clean up and maintenance of Gym at Muskogee High School.

- Performs painting and other general maintenance items on site.
- Obtains materials and supplies according to established policies and procedures.
- Performs a variety of incidental task such as rigging scaffolds or moving furniture and equipment as required to complete job task.
- Obtains and supplies weed killer and fertilizer on lawns as needed and assigned.
- Keeps storage areas clean and in safe workable condition.
- Secures stadium and adjacent athletic facilities after each scheduled use as assigned.
- Ensures that all equipment assigned is safe and well maintained. Repairs, adjusts, or replaces equipment as necessary.
- Conforms to and follows all safety practices set forth by the district.
- Clean and store all tools, supplies and equipment after each use and in their proper place.
- Assist the maintenance department in performance of the responsibilities required to complete work being performed on site.
- Marks fields as necessary for scheduled events and cuts lines on practice field.
- Performs other duties as assigned.

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Job Title: Job Description
GROUNDS PERSON - MHS

Reports to: Director of Maintenance and Facilities
Department: Maintenance
Number of Days: 261
Compensation: Level "G"
Overtime Status: As per Negotiated Agreement
Date Job Revised: 2/16/09
Bonus: As per Negotiated Agreement

Position Summary: Under general supervision, prepares and maintains the outside areas of the district as well as the equipment necessary to perform heavy manual labor.

Qualifications/Job Requirements:

- Skill in following directions
- Skills in driving commercial lawn equipment and of location of the school sites.
- Ability to follow oral and written instructions; to Learn the names of tools and equipment used by other craftsmen; to get along with others; to maintain the physical stamina necessary to perform heavy manual labor; to read and write.
- Knowledge of methods, materials, tools and techniques for repairing grounds equipment.
- Knowledge of methods, practices and equipment used in caring for and maintaining lawns, fields, and grounds.
- Desire to learn maintenance techniques, methods and procedures.
- Must meet job description essential duties criteria.

Duties and Responsibilities:

- Repairs, adjust, or replace equipment as necessary.
- Inspects equipment for safety to insure that they meet safety standards
- Maintains general appearance of the lawns and grounds areas, by mowing grass, watering grass as needed.
- Performs preventive maintenance on a routine basis for maintenance department.
- Obtains materials and supplies according to established policies and procedures.
- Performs a variety of incidental task such as rigging scaffolds or moving furniture and equipment as required to complete job task.
- Obtains and supplies weed killer and fertilizer on lawns as needed and assigned.
- Keeps shop area clean and in safe workable condition.
- Ensures that all equipment assigned to is safe and well maintained repairs, adjust, or replaces equipment as necessary.
- Conforms to and follows all safety practices set forth by the district.
- Clean and store all tools, supplies and equipment after each use and in their proper place.
- Assist the maintenance department in performance of the responsibilities required to complete work being performed in the district.
- Performs other duties as assigned.

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Job Title: Job Description
DISTRICT GROUNDS PERSON

Reports to: Director of Maintenance and Facilities
Department: Maintenance
Number of Days: 261
Compensation: Level "G"
Overtime Status: As per Negotiated Agreement
Date Job Revised: 2/16/09
Bonus: As per Negotiated Agreement

Position Summary: Under general supervision, prepares and maintains the outside areas of the district as well as the equipment necessary to perform heavy manual labor.

Qualifications/Job Requirements:

- Skill in following directions
- Skills in driving commercial equipment.
- Ability to follow oral and written instructions; to learn the names of tools and equipment used by other craftsmen; to get along with others; to maintain the physical stamina necessary to perform heavy manual labor; to read and write.
- Knowledge of methods, materials, tools and techniques for repairing grounds equipment.
- Knowledge of methods, practices and equipment used in caring for and maintaining landscaping, walkways, beddings and grounds.
- Desire to learn maintenance techniques, methods and procedures.
- Able to provide necessary oversight and reports on contracted grounds care companies.
- Must meet job description essential duties criteria.

Duties and Responsibilities:

- Cleans sites on a routine basis making sure all grounds are presentable to patrons and staff.
- Prepares and plants designated areas at each school site to provide a more attractive appearance to patrons and staff.
- Weekly inspects all sites and follows through with action to make necessary improvements.
- Maintains general appearance of all sites.
- Cleans flower beds, drives ways and grounds.
- Maintains seating on grounds to be in safe condition.
- Power washes sidewalks and trash can areas as needed
- Uses equipment on site to maintain parking lot areas and walkways to prevent injury.
- Performs walk through inspection of sites and playground equipment providing written safety report of all sites.
- Works with security personnel assigned to events to help maintain crowd controls and gate entry.
- Maintains vehicle and equipment as necessary to perform job description.
- Remains on site during scheduled outside events making sure events go smooth.
- Perform tree trimming and pruning as necessary.
- Coordinates debris removal from sites.
- Performs painting and other general maintenance items on sites as designed by Director of Maintenance.

- Obtains materials and supplies according to established policies and procedures.
- Performs a variety of incidental task such as rigging scaffolds or moving furniture and equipment as required to complete job task.
- Obtains and supplies weed killer and fertilizer on lawns as needed and assigned. Keeps storage areas clean and in safe workable condition.
- Ensures that all equipment assigned is safe and well maintained. Repairs, adjusts, or replaces equipment as necessary.
- Conforms to and follows all safety practices set forth by the district.
- Clean and store all tools, supplies and equipment after each use and in their proper place.
- Assist the maintenance department in performance of the responsibilities required to complete work being performed on site.
- Marks fields as necessary for scheduled events and cuts lines on practice field.
- Performs other duties as assigned.

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Job Title: Job Description
ATHLETIC GROUNDSMAN

Reports to: Director of Maintenance and Facilities
Department: Maintenance
Number of Days: 261
Compensation: Level "G"
Overtime Status: As per Negotiated Agreement
Date Job Revised: 2/16/09
Bonus: As per Negotiated Agreement

Position Summary: Under general supervision, prepares and maintains stadium and other associated sports fields and facilities for athletic events

Qualifications/Job Requirements:

- Skill in following directions.
- Skill in operating grounds keeping equipment, such as tractor and power mowers.
- Knowledge of methods, practices and equipment used in caring for and maintaining lawns, fields, and grounds.
- Ability to read and write; to follow oral and written instructions; to maintain the physical stamina necessary to perform heavy manual labor.
- Knowledge of methods, practices and equipment used in caring for and maintaining sports fields.
- Must meet job description essential duties criteria.
- High School Diploma or equivalent.

Duties and Responsibilities:

- Repair, adjust, or replace equipment as necessary.
- Inspect equipment for safety to insure that they meet safety standards.
- Maintain general appearance of the lawns and grounds areas, by mowing and watering grass as needed.
- Obtain and apply weed killer and fertilizer on lawns as needed.
- Obtain materials and supplies according to established policies and procedures.
- Maintain playing condition and general condition of practice fields during the season by mowing grass, replacing sod and watering grass.
- Lay out and mark the fields as necessary.
- Pick up trash from areas around facilities, including parking lots.
- Ensure that all equipment assigned is in safe and well maintained.
- Conform to and follow all safety practices set forth by the district.
- Clean and store all tools, supplies and equipment after each use and in their proper place.
- Collect and dispose of trash from athletic fields after playing events.
- Maintain the cleanliness of the restrooms, concession stands, offices as required for each athletic field.
- Make necessary repairs and adjustments on equipment.
- Perform other duties as assigned.

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Job Description

Job Title: FACILITY/GROUNDS CARETAKER - MHS

Reports to: Director of Maintenance/Facilities and Building Administration

Department: Maintenance

Number of Days: 261

Compensation: Level "G"

Overtime Status: As per Negotiated Agreement

Date Job Revised: 2/16/09

Bonus: As per Negotiated Agreement



Position Summary: Under general supervision, prepares and maintains the outside areas of Muskogee High School as well as the equipment necessary to perform heavy manual labor.

Qualifications/Job Requirements:

- Skill in following directions.
- Skill in driving commercial lawn equipment and all type of power equipment.
- Ability to follow oral and written instructions; to learn the names of tools and equipment used by other craftsmen; to get along with others; to maintain the physical stamina necessary to perform heavy manual labor; to read and write.
- Knowledge of methods, materials, tools and techniques for repairing grounds equipment.
- Knowledge of methods, practices and equipment used in caring for and maintaining lawns, fields, grounds, trees, and facilities.
- Desire to learn maintenance techniques, methods and procedures.
- Must meet job description essential duties criteria.

Duties and Responsibilities:

- Repair, adjust, or replace equipment as necessary.
- Inspect equipment for safety to insure that they meet safety standards.
- Help maintains general appearance of the lawns and grounds areas, by cleaning sidewalks, removing debris, trash pickup, power washing sidewalks, outside window cleaning as needed.
- Perform preventive maintenance on a routine basis for maintenance department.
- Obtain materials and supplies according to established policies and procedures.
- Perform a variety of incidental tasks such as rigging scaffolds or moving furniture and equipment as required to complete job task.
- Obtain supplies required to correctly perform job function.
- Keep work area in clean and safe workable condition.
- Ensure that all equipment assigned to is safe and well-maintained repair, adjust, or replace equipment as necessary.
- Conform to and follow all safety practices set forth by the district.
- Clean and store all tools, supplies and equipment after each use and in their proper place.
- Assist the maintenance department in performance of the responsibilities required to complete work being performed in the district.
- Perform routine cleaning in athletic facilities as required and assist with general activity preparation and set up.

- Report any necessary repair request to Maintenance Department.
- Patch holes in parking lot areas.
- Perform other duties as assigned.

INDEXES:

Position	
Education	<u>Support</u>
Admin. Exp.	_____
Ed. Exp.	_____
Length of Contract	_____

MUSKOGEE PUBLIC SCHOOLS

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Job Description

Job Title: FACILITIES LIAISON - MHS

Reports to: Director of Maintenance and Facilities

Department: Maintenance

Number of Days: 261

Compensation: Level "H"

Overtime Status: As per Negotiated Agreement

Date Job Revised: 2/16/09

Bonus: As per Negotiated Agreement

Position Summary: Set standards of cleanliness for building site. Assist in the evaluation of site services. Perform routine maintenance duties in school buildings and grounds.

Qualifications/Job Requirements:

- Skill in using cleaning & maintenance equipment and supplies.
- Knowledge of school standards for cleanliness; of assigned work areas; of cleaning methods and procedures; of a variety of cleaning aids or supplies.
- Ability to follow oral and written instructions; to maintain the physical stamina necessary to perform heavy manual labor.
- Ability to communicate expectation of site administration and Maintenance Department to all subcontractors and supporting site employees.
- Able to respond to immediate needs of administration and to determine appropriate response action.
- Knowledge of basic controls of H.V.A.C. plant operations.
- Must meet job description essential duties criteria.
- High School Diploma or equivalent.

Duties and Responsibilities:

- Open the campus and verify correct operation of equipment and evaluate condition of building and report to building Administration and or Maintenance Department any areas which are not satisfactory.
- Work with site Administration to coordinate use of buildings, insure supplies and materials are in place before event. Verify and supply washrooms with towels, soap and sanitary items.
- Operate and maintain maintenance equipment.
- Make minor repairs on buildings and equipment and replace light bulbs.
- Respond to building needs including but not limited to changing bulbs, opening and closing doors, verify operation of H.V.A.C. equipment.
- Verify all sidewalks and porches are in presentable condition; shovel snow; verify outside areas clean, orderly, mowed, trimmed and free of trash; check and make minor repairs or adjust playground equipment.
- Move equipment and furniture; set up and remove folding tables and other equipment for lunch, recreation or special events.
- Maintain clean and orderly storage rooms.
- Know location, and proper care and use of all firefighting equipment.

- Responsible for the security of the classrooms and buildings, checking that all students are out of the buildings, lights are off, windows are locked, doors are locked, rooms and building are checked for fire hazards.
- Work on maintenance during the summer months.
- Report any trouble or problems immediately.
- Clean and store all tools, supplies and equipment after each use and in their proper place.
- Responds to after hour's call-outs and alarms.
- Performs other duties as assigned.

INDEXES:

Position	
Education	<u>Support</u>
Admin. Exp.	_____
Ed. Exp.	_____
Length of Contract	_____

MUSKOGEE PUBLIC SCHOOLS

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Job Description

Job Title: Director of Maintenance and Facilities

Reports to: Assistant Superintendent
Department: Administration Maintenance
Number of Days: 261
Compensation: Level: Support Administrative Salary Sc
Overtime Status:
Date Job Revised: 2/16/09
Bonus:



Position Summary: To provide all students with a physical learning environment that is safe, clean, attractive, and smooth functioning. Manage budget, personnel, energy and resources efficiently.

Qualifications/Job Requirements:

- A sound background and experience in building and grounds maintenance.
- Good communication and human relation skills.
- Skill in operation of commercial equipment.
- Knowledge of methods, materials, tools and techniques in facility repairs and construction.
- Knowledgeable of a variety of computer programs Excel, Word, PowerPoint, Honeywell Enterprise Building Integrator, CAD, and software for district camera system.
- Knowledgeable of building codes and regulations pertaining to commercial educational facilities.
- Desire to learn the latest in maintenance techniques, methods and procedures.

Duties and Responsibilities:

- Assume responsibility for the comprehensive overall planning and scheduling of maintenance and repair requirements of the district.
- Establish appropriate maintenance, grounds keeping, and custodial requirements for each school building and installation.
- Direct the maintenance of all buildings and grounds as to cleanliness and safety.
- Ensure that standards consistent with all applicable laws are maintained.
- Determine and establish detailed specifications pertaining to supplies, materials, equipment, and local contract work.
- Recommend for purchase necessary equipment and supplies.
- Inspect all school buildings, grounds and installations on a regular basis to determine that high standards of workmanship, cleanliness, safety, and security are maintained.
- Conduct periodic inspection of all school facilities to ensure sites comply with Life Safety Code.
- Stay informed of the latest trends, developments, and products in the areas of maintenance, repair, and upkeep, and encourages innovation and experimentation as appropriate.
- Work with individual building principals in establishing emergency evacuation procedures for each schoolroom and office.
- Prepare and administer the budget for maintenance, grounds, security, and custodial supplies and equipment.
- Maintain necessary licenses such as personnel driver license, asbestos manager license, boiler license and any other required licenses.
- Coordinate all purchase requirements.

- Supervise and inspect the improvement and renovation work performed by outside contractors, and verify that the terms of all such contracts have been fulfilled before authorizing final payments.
- Supervise and approve payment of all outside contractors performing work for the district.
- Make recommendations for the determination of buying decisions and optimal timing of replacement vehicles and equipment assigned to the department.
- Maintain a coordinated inventory control program for all areas of the department.
- Assist in the recruitment, employment, assignment, transfer, promotion, demotion, or dismissal of all personnel encompassed within his area of operations.
- Organize and implement an orientation program on proper operation and maintenance of school facilities for departmental personnel.
- Conduct a continuing program of staff training and personnel development.
- Schedule work routines for departmental personnel.
- Supervise the firing of pressure boilers, and implement the firing operation in order to provide the necessary heat and hot water according to season, temperature, and demand.
- Oversee the repair, lubrication, and cleaning of all H.V.A.C. equipment and boilers.
- Oversee the operation of air-conditioning plants and emergency generators.
- Direct the preparation of playing fields, grounds, and other necessary facilities for athletics and other school activities.
- Participate in the process of site selection and site acquisition and the development of architectural plans.
- Conduct a continuing analysis of systems and procedures.
- Annually evaluate the progress of all personnel and establish training programs to meet the needs of the department.
- Provide guidelines to school administrators and staff as to the conservation of energy.
- Establish and administer rules and procedures regarding availability and custody of all keys to district facilities.
- Establish and supervise appropriate procedures for locking and checking each district facility during hours when it is not in use.
- Coordinate the purchase of natural gas and electricity.
- Maintain and oversee the Honeywell district energy management system.
- Maintain and oversee the asbestos management plan.
- Maintain and oversee the district safety plan including but not limited to hazardous communication, integrated pest control plan, bloodborne pathogen plan, and district written safety plans.
- Perform plan review and cost analysis on all construction projects.
- Perform inspections with insurance company, Fire Marshals, Department of Labor, Environmental Protection Agency and other governing agencies.
- Able to respond to emergency calls 24/7.
- Perform all other duties necessary to fulfill the functions of the department or which may be assigned by the Superintendent or designee.

INDEXES:

Position	
Education	<u>Support</u>
Admin. Exp.	_____
Ed. Exp.	_____
Length of Contract	_____

MUSKOGEE PUBLIC SCHOOLS

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Job Description

Job Title: CUSTODIAN

Reports to: Building Administration
Department: Maintenance
Number of Days: 261
Compensation: Level "D"
Overtime Status: As per Negotiated Agreement
Date Job Revised: 2/16/09
Bonus: As per Negotiated Agreement

Position Summary: Under general supervision, performs routine cleaning duties in school buildings, offices and grounds.

Qualifications/Job Requirements:

- Skill in using cleaning equipment and supplies.
- Knowledge of school standards for cleanliness; of assigned work areas; of cleaning methods and procedures of a variety of cleaning aids or supplies.
- Ability to follow oral and written instructions; to maintain the physical stamina necessary to perform heavy manual labor.
- Must meet job description essential duties criteria.
- High School Diploma or equivalent.

Duties and Responsibilities:

- Sweep, mop, wax and polish linoleum, tile or hardwood floors; vacuum carpets, dust furniture and Venetian blinds.
- Wash windows, woodwork, metalwork, washrooms and fixtures. Empty waste baskets. Supply washrooms with towels, soap and sanitary items.
- Operate and maintain buffers, sanders, vacuum cleaners and other janitorial equipment.
- Collect and dispose of trash and garbage; spray, disinfects and deodorizes assigned items and areas.
- Make minor repairs on buildings and equipment and replace light bulbs.
- Sweep sidewalks and porches; shovel snow; keep outside areas clean, orderly, and free of trash; check and make minor repairs or adjust playground equipment.
- Move equipment and furniture; set up and remove folding tables and other equipment for recreation or special events.
- Maintain clean and orderly storage rooms.
- Know location and proper care and use of all firefighting equipment.
- Be responsible for the security of the classrooms and buildings, checking that all students are out of the buildings, lights are off, windows are locked, doors are locked, rooms and building are checked for fire hazards.
- Work on maintenance during the summer months.
- Report any trouble or problems immediately.
- Clean and store all tools, supplies and equipment after each use and in their proper place.