

# Building Manager

## Position Details

Class Code: 8166

Job Family: Service/Operations Workers

Classification: Support Professional

Terms of Employment: [Pay Grade 57 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under general supervision, acts as first responder to facility problems and work requests, oversees the general up-keep, sanitation, and maintenance of school building facilities and grounds in a senior high or other specialized facility having an approximate size of 325,000 square feet. Operates, monitors, diagnoses, and performs routine maintenance and repairs, as needed, to mechanical, electrical, and plumbing systems in accordance with the Clark County School District (CCSD) Maintenance Department guidelines.

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## Essential Duties and Responsibilities

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Ensures all appropriate health precautions are taken to maintain the safety of students, school employees, custodians, and visitors; instructs custodial personnel in developing and facilitating safe work practices; ensures all gates, doors, rooms, and buildings are secured after daily use and servicing.
2. Manages and performs custodial work (i.e., cleans, sanitizes, maintains, and provides for the general upkeep of building facilities and grounds by performing a variety of duties, including, but not limited to: vacuuming, sweeping, mopping, polishing, scrubbing, stripping, sealing and waxing floors; removing spots and graffiti; cleaning, dusting and polishing woodwork, furniture, glass, and other items; washing walls, fixtures, windows, drinking fountains, drains, lights, light

- fixtures, and painted surfaces; servicing soap and towel dispensers and similar containers; cleaning marker boards and trays; moving furniture and equipment; operating and maintaining gasoline-powered sweepers, electric polishers, and power carts).
3. Operates, monitors, conducts preventive maintenance on, and services mechanical, electrical, plumbing systems (heating, ventilation, air conditioning, refrigeration, chillers, boilers, pneumatic controls, toilets/urinals, valves, vacuum breakers, etc.), and lighting systems; takes appropriate measures to control energy usage.
  4. Monitors, operates, adjusts, and repairs the energy management system.
  5. Services, repairs, and replaces fuses, ballasts, filters, interior/exterior fixtures, belts, thermostats, plumbing, electrical, carpentry, changes locker combinations, shampoos rugs and carpets, etc.
  6. Performs diagnostic tests on mechanical, electrical, and plumbing devices and systems.
  7. Schedules approved maintenance activities to facilitate special functions/events at school sites.
  8. Serves as liaison between the Facilities Manager, school administrators, contractors, and outside agencies.
  9. Monitors new equipment installation, work performed by contractors, and reports performance status to the Facilities Manager.
  10. Inspects mechanical and electrical equipment on a routine basis and advises Facilities Manager of potential malfunctions, safety hazards, or necessary maintenance services.
  11. Responsible for the safe handling and disposal of hazardous materials.
  12. Performs scheduled preventive maintenance duties.
  13. Performs emergency repairs on door hardware.
  14. Trains, supervises, and inspects work performed by custodial staff; coordinates, leads, assigns work, assists in the development of work schedules, and provides input into evaluation of assigned custodial staff.
  15. Cooperates with the principal regarding the use of school facilities for various activities.
  16. Utilizes and ensures that various cleaning agents are labeled and general maintenance equipment is utilized in accordance with prescribed safety standards, procedures, precautions, and directions.
  17. Submits requisition requests within budget allocations.
  18. Receives inventories, distributes, and manages custodial supplies, chemicals, and equipment.

19. Submits work order requests for electrical, carpentry, masonry, heating and plumbing for building, grounds, and facility maintenance for installations and repairs, as needed.
  20. Assists craft or tradesman with moderately complex repairs or renovations; may be required to monitor boilers when assigned to facilities with this equipment.
  21. Conforms to safety standards, as prescribed.
  22. Performs other tasks related to the position, as assigned.
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## **Distinguishing Characteristics**

Involves work in the building trades to repair and maintain facilities in accordance with Operational Services guidelines.

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## **Knowledge, Skills, and Abilities (Position Expectations)**

1. Knowledge of basic CCSD work policies and guidelines; knowledge of departmental practices and procedures.
2. Knowledge and ability to operate basic office equipment (computers, printers, copy machines, telephone systems, facsimile machines, etc.) as analytical tools.
3. Knowledge of building construction.
4. Knowledge of mechanical, electrical, and plumbing systems.
5. Knowledge of cleaning agents; ability to use such in accordance with prescribed safety precautions and directions.
6. Ability to recognize, understand, interpret, and implement all local, state and national codes and regulations including, but not limited to: Uniform Building Code (UBC), Uniform Mechanical Code (UMC), Universal Product Code (UPC), National Electrical Code (NEC), Environmental Protection Agency (EPA), etc.
7. Ability to exercise judgment as to when to act independently and know when to refer situations to the Facilities Manager.
8. Ability to interpret and apply technical instructions and operating procedures.
9. Ability to read, write, interpret written/verbal instructions, and perform basic arithmetic functions.
10. Ability to operate, maintain, and keep inventory of hand and power tools and equipment.
11. Ability to meet predetermined deadlines.
12. Ability to perform strenuous and physical work.
13. Ability to safely move and relocate heavy objects.

14. Ability to read and interpret blueprints, schematics, wiring and logic diagrams, specifications, and plans.
  15. Ability to work in confined areas.
  16. Ability to withstand heights and perform work safely.
  17. Ability to work cooperatively with employees, contractors, vendors, and students.
  18. Ability to use materials/equipment and apply methods used in custodial work.
  19. Ability to effectively supervise staff comprised of entry-level personnel carrying out custodial/maintenance activities.
  20. Ability to prioritize and coordinate custodial work.
  21. Ability to carry out assignments with minimal instructions.
  22. Ability to perform duties with a professional and cooperative work ethic.
  23. Ability to adhere to prescribed routines and practices.
  24. Ability to withstand exposure to dust, mold, fiberglass, and various chemicals.
  25. Ability to recognize and report hazards and apply safe work methods.
  26. Ability to work flexible hours as necessary for the efficient operation of the department.
  27. Possess physical and mental stamina commensurate with the responsibilities of the position.
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## **Position Requirements**

### **Education, Training, and Experience**

1. High school graduation or other equivalent (General Education Development (GED), foreign equivalency, etc.).
2. Three (3) years' custodial experience, which include two (2) years at the level of Head Custodian I, Head Custodian II, Head Custodian III, or similar experience (i.e., Custodial Leader, Landscape Leader) in CCSD; or, Three (3) years' experience as a Custodial Supervisor, Assistant Custodial Supervisor, Custodial Trainer, or Building Engineer; or, Three (3) years' experience in a trade(s)/craft(s) (plumbing, electrical, carpentry, glazing, telecommunications, etc.) or an equivalent combination of closely related supervisory training and experience related to the trade(s)/craft(s).

### **Licenses and Certifications**

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.

2. Copy of current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles (DMV) at the time of application or Qualified Selection Pool (QSP) placement and at the time of interview prior to final selection.
3. Boiler Monitor certification from CCSD. If certificate is not in possession at time of application or QSP request, it must be obtained within five (5) months of hire into position. Certification must be maintained for the duration of the assignment.
4. Forklift qualification card from CCSD. If qualification card is not in possession at time of application or QSP request, it must be obtained within five (5) months of hire into position. Qualification card must be maintained for the duration of the assignment.

## **Preferred Qualifications**

None specified.

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## **Document(s) Required at Time of Application**

1. High school transcript or other equivalent (GED, foreign equivalency, etc.).
  2. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
  3. Copy of current driving history (dated within six (6) months from the date printed) issued by the DMV.
  4. District-issued boiler monitor certificate, if applicable.
  5. District-issued forklift qualification card, if applicable.
  6. Specific documented evidence of training and experience to satisfy qualifications.
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## **Examples of Assigned Work Areas**

CCSD facilities - travel to and from schools (classrooms, cafeterias, restrooms, boiler rooms, etc.) offices, facility roof tops, construction sites, etc.

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## **Work Environment**

### **Strength**

Medium/heavy - exert force of 50-100 lbs., occasionally; 25-50 lbs., frequently; or 10-20 lbs., constantly.

## **Physical Demand**

Frequent sitting, standing, walking, pushing, pulling, stopping, kneeling, climbing, crouching, reaching, handling, and repetitive fine motor activities. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near and far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

## **Environmental Conditions**

Climate-controlled office setting to work out doors with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

## **Hazards**

Frequent electrical shock, furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

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## **Examples of Equipment/Supplies Used to Perform Tasks**

District-issued/personal vehicles, equipment monitoring/adjustment devices, computers, pressure control regulators, power snakes, assorted hand and electric saws, tubing and pipe cutters, leak detection equipment, flow meters, air compressors, wire cutters, screwdrivers, grinders, channel lock pliers, wrenches, punches, two-way radios, chisels, etc.

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## **AA/EOE Statement**

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

## **Job Revision Information**

- Revised: 11/06/23
- Created: 07/11/13