

# Anoka Hennepin Independent School District #11

## Position Standard

### **Building Supervisor**

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#### **Essential Functions:**

- General supervisory responsibility for custodial staff and services in the building.
- Direct, supervise, and evaluate building custodial staff.
- Supervise and assist with the housekeeping and maintenance of the school building, site, and equipment, including custodial and mechanical work.
- Perform other responsibilities and tasks as assigned by building principal and/or Buildings and Grounds Director.

#### **Minimum Qualifications:**

- High School Diploma or equivalent.
- State of Minnesota Boilers License (requires licensure defined by state law as appropriate for their building and position).
- Training or experience in pneumatic controls and heating applications, electrical and mechanical fields.
- Ability to operate all building equipment.
- Ability to direct, supervise, train, and evaluate building custodial staff.
- Ability to recommend hiring and to participate in corrective discipline and adjustment of grievances.
- Ability to communicate and work effectively with principals, Building and Grounds Department supervisors, and building staff.
- Ability to maintain regular attendance, which includes completing an assigned day.
- Ability to perform position responsibilities including physical factors, work devices and materials handling, data functions, and people functions.
- Must be physically working in the building/on site.

#### **Physical Factors includes:**

Constant: walking, pushing, stooping, squatting, repetitive arm, simple grasp, hearing, visual accommodation;

Frequent: lifting waist to chest, lifting below waist, pulling, kneeling, twisting, reaching, tasting / smelling, near vision, midrange vision, depth perception, field of vision;

Occasional: standing, sitting, reclining, lifting above shoulders, carrying, climbing, balancing, crouching, repetitive foot, firm grasp, fingering, feeling, talking, far vision.

**Must be able to lift a minimum of 70 pounds.**

**Occasional to Frequent: lifting, pulling, pushing and carrying materials weighing up to 50 pounds.**

**Frequent to Constant: lifting, pulling, pushing and carrying materials weighing up to 25 pounds.**