

## THE CHILDREN'S HOME

**Position:** Assistant Superintendent of Buildings and Grounds

**Responsible To:** Superintendent of Buildings and Grounds

**Position Purpose:** To assist Superintendent of Buildings and Grounds with all maintenance duties of that office. Provide supervision for maintenance staff in the absence of the Superintendent of Buildings and Grounds. Serve as the on-call maintenance person during off duty hours.

**Status:** Non-exempt

**Qualifications:**

1. Minimum high school diploma.
2. Training and experience in maintenance, and some supervisory experience.
3. Proficient in the knowledge and use of all applicable power tools and equipment.
4. Has a valid North Carolina driver's license.
5. License/certification required in at least one trade discipline (HVAC, Electrical, Plumbing, General Contractor etc
6. Physical adeptness to perform all job duties.
7. Agrees with and adheres to the General Principles and Qualifications, Section # 401, in the Personnel Policies of The Children's Home.

**Job Responsibilities:**

**Technical Knowledge**

1. Work closely with the Superintendent of Buildings and Grounds concerning day-to-day job assignments.
2. Primarily responsible for minor repairs and/or replacements/troubleshooting to all buildings and furnishings, including electrical, plumbing, and heating systems, fire and security systems.
3. Serves as state licensed turf and ornamentals pesticide applicator.
4. Equally responsible for the care and maintenance of the grounds, including such things as mowing, raking, trimming, planting, and other general maintenance items.
5. Local Education Agency Designee for the EPA's Asbestos Management Plan
6. Attend all required training and assume responsibility for professional development by attending workshops, classes, etc. to improve or learn new skills.

**Interpersonal Skills**

7. Ability to be flexible with job assignments/tasks and emergency needs as directed
8. Ability to prioritize tasks
9. Ability to work with clients/staff/volunteers on workcrew assignments.

**Cultural Awareness**

10. Ensure the provision of culturally sensitive services.

**Quality Improvement**

11. Ensure the provision of quality services through participation in The Children's Home's Continuous Quality Improvement (CQI) process.
12. Ensure compliance with all applicable standards of practice.
13. Actively promote the mission, values and purpose of The Children's Home. Demonstrate adherence to all applicable ethical standards.

**PHYSICAL DEMANDS - Heavy**

Position involves lifting no more than 100 pounds at a time with frequent lifting or carrying of objects weighing up to 50 pounds

Ability to lift at least 100 pounds  
Frequent use hands to finger, handle or free objects, tools or controls;  
Frequent ability to reach with hands and arms; and stoop, kneel, crouch or crawl.  
Occasionally required to climb or balance  
Frequent walking, standing, and sitting  
Visual ability including distance, peripheral and depth perception.  
Ability to drive  
Regularly required to talk and hear.  
Ability to spend long periods of time standing, bending, stooping, and walking around the facility  
Able to climb stairs repeatedly.  
The physical ability to work at heights for extended periods of time.  
The physical ability to tolerate required personal protective equipment such as steel toed shoes,  
work gloves, safety glasses, ear protection, dust masks, safety belts and safety shoes on a  
continuous basis.

The above list is not all-inclusive. Other responsibilities may become necessary in the course of working routines and therefore be required.

I have received and read this job description. I understand these responsibilities and am ready to fulfill them to the best of my abilities.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Authorized by:

\_\_\_\_\_  
TCH Representative Signature

\_\_\_\_\_  
Date