

POSITION DESCRIPTION

TITLE:	Director of Buildings and Grounds	SUPERVISOR:	District Administrator
DEPARTMENT:	Building and Grounds	CLASSIFICATION:	Executive Support Staff

I. **Accountability Objectives:**

The Director of Buildings and Grounds is a director with coordinating responsibilities. Position objectives include: (1) supervision of the maintenance and custodial programs; (2) supervision of all department personnel; (3) budgeting; (4) recruitment; (5) evaluation; (6) supervision of construction; (7) directing the work flow and schedules of the Buildings and Grounds Department.

II. **Position Characteristics:**

Salary: Set Annually by Board of Education

Length of Contract: 12 Month (208 Days)

III. **Position Relationships:**

Reports to: District Administrator

Coordinates with: District Administrator; building principals; district bookkeeper; district staff

IV. **Position Qualifications:**

A. Required Qualifications:

1. Technical degree in electromechanical, HVAC systems or related field.
2. Supervisory training or experience.
3. Demonstrated computer literacy.

B. Desired Qualifications:

1. College degree in Facilities Management or related field.
2. Training or experience in work loading, time motion studies.
3. Training or experience in administration of safety regulations.
4. Experience in K-12 school operations.

C. Special requirements of the position:

1. Strong ability to relate to staff and public at all levels.
2. Ability to coordinate and organize activities and projects in multiple buildings.
3. Must be knowledgeable in public swimming pool operations.
4. Ability to work independently without direct supervision.

D. Environmental/Physical Requirements

1. Requires standing and walking on hard surfaces.
2. Requires occasional work in presence of mechanical background and equipment noise.

V. **Position Responsibilities:**

- A. Works closely with department personnel, administrators and principals to coordinate cleaning and maintenance of facilities.
- B. Is directly responsible to work day by day to coordinate all procedures in the operation and finance of operations.
- C. Keeps records on personnel, purchasing, building data, building sites, maintenance work, and inventory of supplies and materials.
- D. Trains custodial and maintenance staffs.

- E. Assigns jobs and arranges schedules of maintenance staffs.
- F. Evaluates building work schedules to assure the best operation for the system.
- G. Supervises all members of the maintenance staff and conducts performance reviews.
- H. Supervises safety, working conditions, and other OSHA related requirements of the Buildings and Grounds staff.
- I. Develops specifications for remodeling projects and obtains quotations and estimates for contractual services.
- J. Plans and develops programs for energy management.
- K. Develops and manages the Buildings and Grounds budget.
- L. Responsible for inspecting work to ensure standards of workmanship, materials and equipment.
- M. Oversees computer technology applications for department tasks.
- N. Oversee operations of cleanliness, safety, and working procedures in all school facilities for the safety of our students, faculty, staff and public.
- O. Keep all employees aware of chemical and equipment safety.
- P. Conduct safety, hazardous waste, chemical and equipment seminars.
- Q. Other duties as assigned by the District Administrator.