

TITLE: Director of Buildings and Grounds

PURPOSE: To provide all students and staff with the highest quality physical environment possible, using all available resources.

QUALIFICATIONS:

1. Bachelor's Degree preferred in electrical, architectural, civil or mechanical engineering or architecture.
2. In lieu of the specified degree above, eight years of experience required in designated administrative field.
3. Experience
 - a. Minimum of eight years of successful administrative experience managing various levels of supervision.
 - b. Experiences in the maintenance of school buildings and grounds are highly desirable.
 - c. Experience in the development and oversight of collective bargaining agreements.
4. Skills, knowledge, and abilities:
 - a. Ability to develop and administer effective and efficient custodial programs.
 - b. Ability to develop and administer effective preventative maintenance programs.
 - c. Ability to exert strong leadership and inspire superior performance in members of the staff.
 - d. Ability to make firm decisions in the areas of responsibility and delegate responsibility to members of the staff.
 - e. Ability to function effectively as a member of the district's administrative team.
 - f. Ability to communicate effectively in spoken as well as written language.

REPORTS TO: Superintendent of Schools

SUPERVISES:

Directs and evaluates the work of:

1. Assistant Director of Buildings and Grounds
2. Maintenance Foremen
3. Custodial Foreman
4. Electronics Technician
5. Administrative Assistant
6. Maintenance Employees
7. Custodial Employees
8. Facility Project Manager
9. External architects, engineers, and contractors
10. Immediate secretarial staff

IS A MEMBER OF:

District Leadership Team
Administrative PLC

MAINTAINS LIAISON WITH:

BOE Approved: 9/12/17

Outdated – newer version 2/14/2023

1. All members of central administration
2. Principals
3. City, County, and State governmental departments.

DUTIES & RESPONSIBILITIES:

The following are the essential fundamentals to include but not limited to the following job duties:

1. Supervision of daily maintenance and custodial operations.
2. Screens candidates and makes employment recommendations to the Human Resources Department.
3. Evaluates the performance of all staff assigned under direct supervision. Ensures that departmental members not under direct supervision are evaluated.
4. Becomes knowledgeable of the provisions of all collective bargaining agreements to properly administrate those provisions for which the director is responsible.
5. Periodically visits all district facilities.
6. Supervises the district garage operations.
7. Development and administration of procedures, systems, and controls for improvement of efficiency and minimization of operating costs relating to occupancy and use of buildings and grounds.
8. Establishes standards and long-term priority programs for maintenance and modernization of buildings and grounds, monitors and updates to ensure progress in obtaining goals and objectives. Uses a basis of fund availability in decision making.
9. Develops work methods, analysis procedures, and refines schedules.
10. Formulation and administration of the budgets for the Operations and Maintenance fund, the Life Safety fund, and the Site and Construction fund.
11. Performs quality control inspections and analysis of work accomplished to ensure compliance with current standards, codes, and regulations.
12. Works with architects and the Coordinator of Purchasing to establish bid specifications for work to be accomplished under contract.
13. Works with the Coordinator of Transportation to schedule the movement of items within the District.
14. Oversees or acts as the construction manager of building projects.
15. Maintains project records, incorporates applicable information into site files, records cost data, and provides such reports as may be required relating to facilities, construction and/or the State School Building Program.
16. Attends all Board meetings.
17. Reviews status of Life Safety work.
18. Serves as District Safety Coordinator. Is responsible for publishing and continuing revision of a safety manual which shall include all school and department applications. Monitors District-wide self-inspection program.
19. Coordinates inspections from the Regional Office of Education and other inspections relative to workers' compensation, general liability, life safety and boilers; initiates and supervises appropriate follow-up to those inspections.
20. Establishes and maintains a safe and effective work environment, including selection and evaluation of employees and training programs. Enforces safety rules. Inspects for unsafe acts/conditions and identifies prompt corrective action to eliminate causes of accidents; follows up as required.

21. Meets regularly with the Business Manager.

TERMS OF EMPLOYMENT:

Salary is determined by the Board of Education. This position is exempt under the Federal Labor Standards Act. The position is twelve month work year (260, 261, or 262 work days).

SALARY RANGE: \$84,000 - \$104,000

EVALUATION:

Performance of this job will be evaluation in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

PHYSICAL DEMANDS:

Handle work which deals mostly with people, objects, equipment in a general setting; depth perception and field of vision are important. Employee regularly is required to bend, stoop, twist, turn, reach, lift (up to 50 pounds), carry, pull, push, climb, and kneel; walking and standing approximately 50-75% of each shift. Employee must recognize differences in sound, such as voices/noises that are loud and playful instead of angry and combative; ability to differentiate tones and volumes in conversation.

MENTAL DEMANDS:

There may be a number of situations happening at once, and the Administrator must be prepared to handle accidents and emergencies at any time.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Administrator will be working in a busy and occasionally noisy environment. There may be a number of activities and situations happening at once, and the Administrator will have to supervise, or make sure students are supervised at all times.