

## **DIRECTOR OF MAINTENANCE, BUILDINGS, & GROUNDS**

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<b>QUALIFICATIONS:</b>	Qualifications as the Board may find appropriate and acceptable.
<b>REPORTS TO:</b>	Superintendent
<b>SUPERVISES:</b>	All maintenance personnel
<b>JOB GOAL:</b>	Provide a safe, attractive and otherwise suitable physical structure for all students and staff.
<b>FULL/PART-TIME</b>	Full-time
<b>FSLA:</b>	Non-exempt from overtime
<b>BOE APPROVAL:</b>	4/12/2021

### **ESSENTIAL FUNCTIONS OF THE JOB:**

1. Regular attendance and punctuality are essential functions of the job.
2. Is administratively responsible for the buildings and grounds of the school district.
3. Attends meetings of the Board of Education, at the request of the Superintendent to present information pertinent to proposed projects, equipment needed, and repairs to the district.
4. Responsible for the employment of all USD 407 maintenance staff, which shall include interviewing prospective employees and the evaluation of their application.
5. Is responsible for improvements needed in existing buildings.
6. Consults with architects, engineers, and contractors for methods of construction and repair, available materials and drawing plans and specifications for minor repairs.
7. Reviews bids for new construction and repair work at the request of the Superintendent and the Board of Education; makes recommendations regarding these bids and directs the construction or repair work; inspects and supervises improvements to buildings and grounds.
8. Stays informed of all current national, state, and local laws pertaining to Russell County USD 407's area of operation and is the district representative at all meetings and conferences involved in the establishment and interpretation of new policies and requirements.
9. Attends conferences and meets with company representatives to remain informed of new materials, equipment, and techniques in the use of new products.
10. Prepares specifications and submits bids for custodial supplies; evaluates these bids and prepare requisitions for the supplies selected.
11. Makes routine inspection trips to attendance centers concerning working conditions, equipment, and supplies needed; makes recommendations for the improvement of the standard of cleanliness and general appearance of the facility.
12. Maintains confidentiality of classroom, student and employee information.
13. Maintains a valid Kansas driver's license.
14. Follows the building dress code while being a good role model for students.
15. Performs other duties as assigned by the Superintendent and Board of Education.

This job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all-inclusive, and the job may require other essential and/or nonessential functions, tasks, duties, and responsibilities not listed herein. The District reserves the right to add, modify, or exclude any essential or nonessential requirement at any time with or without notice.

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**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions in Board policy *GCI Classified Employee Evaluation*.

**PHYSICAL REQUIREMENTS OF THE JOB:** An X indicates it is a requirement.

- 1. Very rarely requires exertion beyond walking.
- 2. Very rarely requires physical exertion beyond walking or climbing stairs.
- 3. Requires prolonged (over 50% of the time) standing and walking.
- 4. Requires prolonged (over 75% of the time) standing and walking.
- 5. Occasionally requires physical exertion to manually move, lift, carry, pull, or push heavy\* objects or materials.
- 6. Frequently (over 20% of the time), requires physical exertion to manually move, lift, carry, or push heavy\* objects or materials.
- 7. Frequently (over 33% of the time), requires physical exertion to manually move, lift, carry, or push heavy\* objects or materials.
- 8. Over 50% of the time, requires physical exertion to manually move, lift, carry, or push heavy\* objects or materials.
- 9. In addition to items 5, 6, 7, or 8, occasionally requires physical exertion to manually move, lift, carry, or push heavy objects weighing more than 50 pounds.
- 10. Driving skills and physical ability required to drive vehicle.

*Note: \* "heavy" means not over 50 pounds*

I have reviewed this job description and will fulfill the duties described.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**An Equal Employment/Educational Opportunity Agency**

Unified School District 407 does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning Unified School District 407 compliance with the regulations implementing Title VI, ADA, Title IX, or Section 504 is directed to contact the Unified School District 407 Superintendent, 802 N. Main, Russell, Kansas 67665, 785-483-2173.