

BUILDINGS AND GROUND MAINTENANCE MANAGER

Job Description

Purpose: The Building and Grounds Maintenance Manager organizes all maintenance work on school buildings and grounds to ensure full and productive use of district facilities. The Buildings and Grounds Maintenance Manager must work closely with custodial staff and administration of Dufur School District.

Responsible to: Superintendent

Payment Rate: According to Classified Salary Schedule

Qualifications:

1. Desire to be a part of a team that places student/staff safety first.
2. Possess a laser focus on improvement of self, department, and school.
3. High school diploma or equivalent, post-secondary education a plus.
4. Experience in building and grounds operations.
5. Experience in managing staff in a maintenance setting.
6. Familiarity with computers and software relating to maintenance and inventory.
7. Ability to read chemical labels.
8. Ability to read material safety data sheets (MSDS.)
9. Ability to initiate and complete work orders.
10. Have a valid driver's license, be able to drive, and qualify under the district's insurance carrier when driving a vehicle.

Essential Functions:

1. Organize the maintenance of school buildings and grounds in top condition to ensure full and productive use of district facilities.
2. Ensure that all activities conform to district guidelines.
3. Communicate effectively with all members of the school district and community.
4. React to change productivity and handle other tasks as assigned.
5. Appropriately operate all equipment and machinery as necessary.
6. Support the value of an education.
7. Support the philosophy and vision of the Dufur School District.

Physical Requirements:

1. Requires prolonged sitting or standing.
2. Requires physical exertion to manually move, lift, carry, pull or push heavy objects or materials.
3. Requires stooping, kneeling, crawling, bending, turning and reaching.
4. Requires climbing and balancing.
5. Must work indoors and outdoors year-round.
6. Must work in noisy and crowded environments.
7. Must work in and around dust, fumes, and odors.
8. Must be able to drive a mechanical vehicle.
9. Must be able to work in high places.

General Responsibilities:

1. Supervise/develop facilities Staff
2. Assist in maintaining school buildings and grounds in top condition.
3. Assist in promoting the safety, health, and comfort of students and employees in school buildings and grounds.
4. Lead staff to maintain a high standard of safety, cleanliness, and efficiency in all maintenance and repair projects.
5. Perform preventative maintenance, repair and installation in connections with:
 - a. Electrical, plumbing, and HVAC systems.
 - b. Exterior and interior of buildings.
 - c. School grounds.
6. Move equipment and materials within and between school buildings.
7. Work overtime when emergencies arise in order to prevent disruption of the schools.
8. Observe district policies at all times.
9. Keep abreast of new information, innovative ideas and techniques.
10. Adhere to all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
11. Other duties as assigned by the Administrative Staff.