

**Director of Buildings and Grounds
Job Description**

Purpose: The Director of Buildings and Grounds supervises and maintains school buildings and grounds in top condition to ensure full and productive use of district facilities. To accomplish these tasks the Director of Buildings and Grounds must work closely with the staff and administration of the district.

Responsible to: Superintendent

Supervises: Maintenance Staff

Payment rate: Salary and benefits as established by the Board of Education

Qualifications:

1. High School Diploma or equivalent.
2. Interpersonal skills to supervise and evaluate maintenance employees and consult building principals with the efficient use of custodians.
3. Experience installing and/or repairing various mechanical systems and physical structures of commercial buildings.
4. Experience and/or skill to interpret engineering or architectural plans.
5. Experience and/or skill to develop proposals which require a bid.
6. Familiarity operating computers, building mechanical systems, heavy machinery, power equipment and other items which are required to successfully operate the buildings and grounds.
7. Desire to continue career improvement by enhancing skills and job performance.
8. Must be able to manually lift a minimum of 60 pounds.
9. Health and Inoculation Certificate on file in the district office (after employment offer is made).
10. Have a valid driver's license, be able to drive, and qualify under the district's insurance carrier when driving a district vehicle.

Physical Requirements/Environmental Conditions:

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, bending, crawling, kneeling, reaching, climbing, balancing and turning.
4. Must work in noisy and crowded environments, with numerous interruptions.
5. Must work in and around dust, fumes, and odors.
6. Must work indoors and outdoors year-round.

All Employees are expected to:

1. Support and work to implement the vision and mission of the district.
2. Observe and follow school district policies and ensure their activities conform to district guidelines.
3. Communicate and work effectively and cooperatively with members of the school district and community.
4. React to change and frequent interruptions in a productive and positive manner.

Responsibilities:

1. Maintain school buildings and grounds in top condition.
2. Regularly inspect the operation and condition of all district buildings, grounds and equipment and report to the superintendent.
3. Plan and oversee all maintenance and repair work.
4. Assign, supervise, inspect, and evaluate the work of all buildings and grounds staff.
5. Develop bids, plans and/or other required paperwork for improvement of the physical plant.
6. Coordinate and/or monitor construction projects.

7. Requisition supplies needed for the efficient operation and maintenance of the district buildings, grounds, and equipment and maintain inventory records for the same.
8. Recommend, specify, and assist with the installation of new equipment needed for the buildings and grounds operation.
9. Maintain security.
10. Maintain professional contact through participation in necessary seminars and professional meetings.
11. Cooperate as a member of the administrative team, including service on the Administrative Council and cooperate with all members of the administration in addressing issues that relate to buildings and grounds and the overall mission of the district.
12. Ensure that all activities conform to government regulations protecting the health, safety, and rights of employees and the public (including but not limited to asbestos, hazardous chemicals, access to buildings by the handicapped, and playground safety).
13. Respond to information requests in a cooperative, courteous, and timely manner.
14. Implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
15. Perform such other tasks as assigned by the superintendent or their designee.

Term of Employment: At will.

Evaluation: Performance effectiveness will be evaluated in accordance with provisions of Board of Education Policy.

Approved: _____ **Date:** _____
 Board President

Reviewed and agreed to by: _____ **Date:** _____
 Employee