

DIRECTOR OF BUILDING AND GROUNDS

Primary Function (Job Goal)

To maintain the physical school plant and facilities in a condition of operating excellence, cleanliness and safety, so that full educational use of it may be made at all times; to maintain the grounds of all district schools in a condition of safety, neatness, and aesthetic attractiveness, so that each student may be provided with a safe outdoor environment.

Reports To (accountability)

Superintendent

Supervisory Responsibilities

Custodial staff

Qualifications

- Minimum of five years supervisory and facility operation and maintenance experience preferred.
- Ability to communicate effectively and work collaboratively with all stakeholders.
- Must have a thorough working knowledge of HVAC, electricity, plumbing systems, security, roofing and construction.
- Must be computer literate with experience in computerized energy management systems, spreadsheets, word processing, data base, and facility management software.
- Experience in reading blueprints.
- Be familiar with the Illinois Health Life/Safety Code.
- Should possess experience in developing and administering a comprehensive preventative maintenance program.
- Pre-employment medical examination
- Pass a Regional Office of Education Fingerprint/Background Clearance including Federal Bureau of Investigation
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Physical Requirements

- Utilize resources from other work units when required to perform the job's functions.
- Must communicate verbally and through email with district schools when providing information.
- Generally, the job requires 50% sitting, 25% walking, and 25% standing.
- This job is performed in a generally clean and healthy environment.

Essential Duties and Performance Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, ability, physical demands and working conditions required of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Prioritizes, coordinates, and directs the comprehensive overall planning and scheduling of cleaning, maintenance, and repair requirements for district buildings and grounds.
- Examines school buildings on a regular basis for needed repairs, maintenance, building cleanliness and safety, and recommend short and long-term preventative maintenance programs and projects for all buildings.
- Maintain a standardized program of cleaning and maintenance throughout the district, consistent with applicable state codes.
- Prepare and monitor custodial cleaning schedules for each area of all buildings.
- Develop and maintain an inspection program to monitor the quality of custodial cleaning in all buildings.
- Develop and maintain an indoor air quality program, energy management and pest control plan.
- Develop and maintain a roof management and inspection system.
- Maintain Material Safety Data Sheets for all cleaning materials and chemicals in each building, and provide technical training and interpretation to all custodial, maintenance and grounds personnel.
- Maintain district-wide security systems and fire alarm systems in all buildings.
- Coordinate annual Life Safety, ROE, and Fire Department inspections, and participate in emergency drills and exercises with municipalities.

- Maintain communications and relationships with all local fire and police departments.
- Directly supervises all custodial and cafeteria personnel.
- Recommends the assignment, transfer, promotion, demotion or dismissal of custodial, maintenance and grounds personnel working in conjunction with appropriate administration. Collaborates with building principals to prepare performance evaluations for custodial personnel.
- Supervise and train all custodians in the proper use of materials and equipment.
- Schedules work routines for custodial personnel during periods of student non-attendance. Recruits, recommends, and schedules custodial personnel projects for all for summer cleaning and substitutes for absent custodians.
- Coordinates and supervises grounds maintenance work of the district's schools and related facilities.
- Organizes and implements an orientation and ongoing training program on proper operation and maintenance of school facilities for custodial, maintenance and grounds personnel. Include training associated with Blood Borne Pathogen, OSHA, and other training as deemed necessary.
- Participates in district safety program, completes accident reports and investigations for custodial, grounds and maintenance personnel.
- Assist in the development and monitoring of the Operation and Maintenance Budget.
- Direct, supervise and assist in the preparation of purchasing and bid specifications for all custodial, maintenance and grounds supplies, contractual services and minor construction work, etc., not requiring use of an architect. Inspects work and verifies that terms and conditions of contract have been fulfilled before authorizing payment.
- Supervises all purchased service maintenance contracts applicable to buildings and grounds.
- Coordinates and supervises after hour or weekend maintenance work by contractors.
- Supervises and schedules snow removal services.
- Responds to calls for night and weekend security and fire alarms, reports of vandalism, and all other district building crises.
- Orders, receives, stores, inventories, and issues all maintenance and grounds material, supplies, and equipment as needed by buildings. Provide for adequate quantities on hand and their safe storage.
- Maintains manuals and records related to all building and maintenance equipment and regulations, including bleacher, elevator and other equipment inspections.
- Makes recommendations for the optimal timing of replacements for equipment.
- Directs the preparation of playing fields, grounds, and other necessary facilities for athletics and other school activities, and coordinates with district athletic director, principal, and community organizations using district facilities.
- Keep administration informed of the progress and quality of work being performed on all construction projects.
- Other duties as assigned.

Job Requirements: Skills, Knowledge, Abilities and Responsibilities

The requirements listed are representative of the knowledge, skill, ability, physical demands and working conditions required of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Demonstrates support for the mission, beliefs and goals of Rockdale School District 84..
- Uphold the established Board of Education policies, regulations and administrative procedures.
- Interest in the well-being of all students.
- Advanced office skills including use of a PC computer, knowledge of word processing, spreadsheet, database and routing and planning software.
- Maintains confidentiality in matters relating to staff, students and administrators.
- Able to work with a variety of people in a highly, diverse environment.
- Able to be flexible and work in an environment with frequent telephone and walk-in interruptions.
- Be attentive to detail.
- Exercise good judgment.
- Work without close supervision.
- Follow written and verbal instructions in English.
- Establish and maintains effective working relationships.
- Meet deadlines and schedules.

- Set priorities.
- Multi-tasking.
- Lead, guide, and/or coordinate others.
- Demonstrates professionalism and contributes to a positive work environment.
- Maintains an acceptable attendance record and is punctual.

Term of Employment

12-month employment – 260 days

Board approved Vacation Days

Completion of mandated training

FLSA Exempt

Evaluation

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

Employee Signature

Date