

Henning ISD 0545
Building and Grounds (Head Custodian) and Transportation Director

The Director of Building and Grounds (Head Custodian) /Transportation Director shall have direct supervision over these programs and will provide recommendations to the Superintendent and Principal on all aspects of these programs. The direct supervision of this position will be the Superintendent.

Qualifications:

- CDL and Bus Driver Endorsement or ability to obtain within 6 months.
- First Class C Boilers license or proof of progress toward licensure.
- Ability to perform the essential functions and responsibilities listed below.

Building and Grounds essential responsibilities:

- Maintain the School District Buildings and Grounds
- Ensure that the building and grounds are properly kept up, safe and visually appealing.
- Develop, monitor and maintain air handling and building schedules that promote energy efficiency.
- Develop, monitor and maintain schedules for cleaning that promote efficiency and the full utilization of the custodial team's time and talents.
- Develop and maintain schedules for the overall maintenance of the building and grounds.
- Maintain all green spaces including but not limited to football field, baseball/softball fields, school facility lawn areas and playground area.
- Plan and execute effective snow and ice removal.
- Solicit quotes, assist in the preparation of bid specifications, distribute specifications to bidders, analyze quotes, and recommend the acceptance of quotes or bids for supplies, equipment, and building renovations.
- Communicate recommendations in a timely manner to the Superintendent.
- Provide feedback and recommendations for long-term or large-scale projects to the school district and consulting firms.
- Assure that all district policies and procedures are adhered to by the Building and Grounds Department.
- Interpret district policies for outside contractors and enforce safety regulations.
- Supervise and inspect work performed by outside contractors and verify that the terms of all such contracts have been fulfilled before authorizing payments.
- Maintain an appropriate boiler license and conduct boiler checks as per Minnesota State statute and regulations (see qualifications).
- Provide for the safety and security of the building and grounds by conducting frequent walk through inspections.
- Provide leadership, supervision, and direction to the custodial team and annually evaluate team performance.
- Direct and participate in the maintenance of the building and grounds and also perform in a custodial capacity.

- Create an atmosphere of collaboration and provide opportunities for growth among custodial team members.
- Ensure that the set-up for sporting events, concerts, special events, ect. both outdoors and indoors and ensure that all areas are cleaned up afterwards.
- Order and maintain building and grounds supplies for the Henning School.
- Develop and maintain a system of records of all major repairs, equipment purchases, preventative maintenance schedules, etc
- Repair plumbing, heating, and electrical problems on existing systems when possible.
- Fulfill all other duties assigned by the Superintendent.
- Overall PRIDE in the presentation of our Building and Grounds!

Transportation Director essential responsibilities:

- Communicate with drivers regularly.
- Assist the principal and activities director to ensure that drivers are in place for all field trips, extracurricular activities, and practices.
- Assist route drivers in finding substitute drivers.
- Drive AM/PM bus routes if a substitute driver is unavailable.
- Train and supervise all Type III vehicle drivers.
- Recruit bus drivers/van drivers for vacant positions.
- Maintain the bus/van replacement and maintenance schedules and provide recommendations on the replacement of vehicles.
- Adhere to all school district policies and providing recommendations for policies and procedures that affect transportation.
- Assist with the maintenance of MNDOT-related files and adhere to all transportation regulations including drug and alcohol testing.
- Communicate with the district office regularly regarding route status updates.
- Work in cooperation with the district administration to make weather-related decisions.
- Fulfill all other transportation duties as assigned by the Superintendent.