



**JOB DESCRIPTION**

<b>Job Title</b>	Director of Buildings & Grounds
<b>Department</b>	Buildings & Grounds
<b>Reports To</b>	Executive Director of Business Services
<b>Classification</b>	Administration
<b>Location</b>	Service Center
<b>Salary</b>	On Schedule
<b>Length of Contract</b>	12 months

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

**Job Summary**

Working under the direction of the Executive Director of Business Services, the Director of Buildings and Grounds is responsible for the management of processes, facilities, and services that support the public Prek-12 educational experience. This includes management of all custodial and maintenance operations, department personnel, budget execution and construction projects.

**Essential Job Functions**

- Responsible for annual custodial, maintenance, capital, and execution.
- Ensures all department purchasing procedures comply with finance directives and district policies.
- Maintains records on personnel, purchasing, building data, building sites, maintenance work.
- Develops and maintains District Comprehensive Plan and Capital Improvement Plan.
- Develops plans and specifications for remodeling projects, obtains estimates and executes contracts, and ensures quality of workmanship, materials and equipment.
- Manages District vehicle fleet and procures buildings and grounds equipment.
- Administers the DOT driver drug and alcohol testing program.
- Manages all grounds maintenance operations, including mowing, athletic field prep, snow plowing, and contracted work.
- Manages custodial operations: sets custodial standards, hires/evaluates staff, manages custodial coverage, and approves time cards.
- Manages the District Facility use and building rental program.
- Coordinates and supervises weekend work during the school year.
- Establishes and tests procedures for natural gas interruption and Electric Peak alerts.
- Purchases natural gas and other commodities; develops programs for energy management.
- Develops plans for enhanced building security and trains staff.
- Works closely with department personnel, administrators, and principals to coordinate cleaning and maintenance of facilities.

**Ancillary Job Functions**

- Manages public use of facilities and responds to public inquiry regarding facility use.
- On call for security, fire and other building emergencies that require a response.
- Serves on the Emergency Management Team, Student and Staff Safety Team, and participates and contributes to other committees as needed.
- Performs other duties as assigned.

**Required Qualifications** – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Bachelor’s degree in Facilities Management or related field.

**Preferred Qualifications** – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Buildings and grounds management experience.
- Experience in school operations.
- Previous supervisory experience.

**Knowledge, Skills, and Abilities** – May be representative, but not all-inclusive, of those commonly associated with this position.

- Knowledge of building, fire, and electrical code requirements.
- Ability to organize and coordinate operational activities.
- Effective skills in the area of planning and human relations.
- Ability to apply computer technology to solve management tasks.
- Ability to travel to multiple District buildings in compliance with District driving policy.
- Demonstrates an understanding and use of equitable and culturally responsive practices.

**Work Environment** – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- May occasionally or rarely be exposed to inclement outdoor weather conditions, hazardous traffic conditions, extreme temperatures, moving mechanical parts, risk of electrical shock, or potentially hazardous or cancer-causing agents/chemicals.

**Physical Requirements** – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Must be able to work at desk/computer for extended periods of time.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- May be required to grasp, push, reach, stoop/kneel/crouch, and climb/balance.
- Occasionally required to drive to other locations.
- Must have clarity of vision to inspect facilities.
- May occasionally be required to lift up to 25 pounds.