

TITLE: Director of Buildings & Grounds

- QUALIFICATIONS:
1. High School graduate with at least two years of college, technical or trade school or the equivalent experience.
 2. Must have First Class Boilers License, low pressure or higher or must have the qualifications to obtain within one year. Chief's license preferred.
 3. Ability to obtain Underground Storage Tank Class A Operator's License within one year.
 4. Must have proven experience with the following computer software: Facility Management software, HVAC control software, Microsoft Office and Google.
 5. Proven expertise in one or more of the following areas: HVAC, electrical, plumbing, masonry and carpentry.
 6. Minimum of three years experience in commercial or school building maintenance, repair or construction and proven knowledge of OSHA and health & safety regulations.
 7. Demonstrated knowledge and expertise of the basic principles of construction, maintenance, security, grounds keeping, custodial operations and employee safety.
 8. Good human relations, organizational, oral and written communication skills.
 9. Ability to be flexible, set priorities, handle multiple tasks, and organize work flow.
 10. Prior experience supervising custodial personnel and maintenance of buildings.
 11. Valid Class C Minnesota driver's license.
 12. Also see "Physical Requirements" section below.

REPORTS TO: Director of Business Services

JOB GOAL: To direct the available resources necessary to properly repair and protect all buildings and grounds of the school district. To supervise and direct the Districtwide delivery driver, maintenance staff and grounds staff and assist the building principals in supervising and directing their building custodial staff.

PERFORMANCE RESPONSIBILITIES:

1. In coordination with the building principals and Director of Business Services, is responsible for recruiting, hiring, training, evaluating and scheduling of custodial, maintenance and grounds personnel; makes recommendations for employment, discipline, promotion, demotion, additions and termination of personnel.
2. Oversee the maintenance and repair of all systems, HVAC, mechanical, electrical, etc., in all buildings on a regular basis. Investigates mechanical and electrical failures of equipment to assist the Lead Custodians in assessing needed repairs and replacement parts and determines/approves appropriate repair/replacement activities. Approves all custodial purchases for supplies and repairs.

3. Identify and direct all maintenance needs for the school district. Assist in the development of equipment maintenance and repair schedule utilizing the district's facility data management software system.
4. Administer and implement the district's health and safety program under the direction of the Director of Business Services. Meets with OSHA, Fire Marshal, Resource Training personnel and others as necessary. Participates in the district Health & Safety Committee. Is the district's designated person for AHERA (asbestos surveillance).
5. Set up schedules of maintenance procedures for each building. Conducts building visitations and inspections to ensure the effectiveness of maintenance and custodial programs.
6. Contacts vendors and contractors, evaluates the costs of custodial and maintenance supplies, equipment, capital improvements, specifications and services and purchases items as needed. Administers and monitors the departmental budget including allocating resources and approving expenditures.
7. Inspects and manages facilities, systems and contracted work for compliance with policies, procedures and specifications.
8. Establish Districtwide capital and operational budgets including a 10 year facility plan under the direction of the Director of Business Services.
9. Supervises maintenance of playgrounds and playground equipment. Ensures playgrounds are legally handicapped accessible and in accordance with all other applicable laws.
10. Supervises all grounds maintenance including mowing, spraying, fertilizing, trimming, pruning and cleaning.
11. Oversee district-wide security systems (e.g. burglar alarms, security and key control), fire alarm systems, energy reports and other reports and surveys as requested.
12. Attends workshops, classes and conferences to keep informed and upgrade skills as necessary.
13. Monitor district cleaning processes. Identify and implement cleaning goals, policies and processes. With Lead Custodians and Lead Groundskeeper, develop a schedule of work for all custodial, grounds and maintenance positions in all areas including transport and deliveries, snow removal, etc.
14. Facilitate corrective and emergency repairs in communication and coordination with contractors, facility administrators, custodial, maintenance and grounds staff.
15. Document performance of facilities systems and components in evaluation of energy efficiency and life cycle cost efficiency. Document age and condition of facilities systems and components in support of the development of long range maintenance plans, and capital improvement and deferred maintenance projects.
16. Maintain confidentiality as per mandated data privacy laws.

17. Performs all other related work delegated or required to accomplish the objectives of the total school program as directed by the Director of Business Services.

*** PHYSICAL REQUIREMENTS:**

1. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
 - Hearing and speaking to exchange information;
 - Seeing to perform assigned duties;
 - Dexterity of hands and fingers to operate equipment;
 - Ability to bend, stoop, crouch, twist, reach/stretch, kneel, crawl, and balance during building maintenance activities;
 - Pushing, pulling equipment that exceeds 100 pounds or lifting heavy equipment or supplies (up to 50 pounds repeatedly);
 - Climbing stairs/ladders, perceive depth;
 - Walking, standing or sitting for extended periods of time;
 - Operating assigned equipment (i.e. motorized equipment including a forklift, utilize hand tools, read and follow instructions);
 - Exposure to air contaminants, confined work spaces, dirt, electrical hazards, temperature extremes, noise, toxic materials and vibrations.

2. Offers of employment will be made contingent upon passing a pre-employment physical, and upon satisfactory evaluation of the results of a criminal background check. Candidates who refuse to submit to testing will be disqualified from the hiring process.

TERMS OF EMPLOYMENT: Position is 12 months per year. Salary and benefits to be established by the Board of Education.

EVALUATION: Performance of this job will be evaluated annually by the Director of Business Services in accordance with the provisions of the Board's policy on evaluation.