

SECTION 305 DIRECTOR OF BUILDING AND GROUNDS

The Director of Buildings and Grounds supervises, directs, and participates in the performance of all custodial and maintenance activities with personnel in the district. He/She must be knowledgeable in the areas of plumbing, heating, air conditioning, electrical maintenance, carpentry, and general maintenance. In addition, he/she also has a major responsibility for the upkeep of the school grounds, serves as the District's Safety Officer and oversees projects on the school forest.

I. Base Skills:

1. Ability to read basic operating instructions and writes.
2. Demonstrated aptitude for the successful completion of tasks.
3. Demonstrated knowledge and expertise in the basic techniques of electrical repair and maintenance, carpentry, and grounds maintenance.
4. Experience with school custodial services or the equivalent in custodial service in other institutions and/or firms.
5. Certificate of good health signed by a licensed physician.
6. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

II. Essential Skills:

1. Creates RFP's for projects and oversees all maintenance bid processes.
2. Supervises and participates in necessary painting and general repairs to plumbing, electrical, carpentry, windows, and general mechanical areas.
3. Assists general mechanics in remodeling and renovation work.
4. Supervises and maintains the school grounds.
5. Supervises and participates in the general cleaning and maintenance of the school buildings.
6. Assumes responsibility for the general security of the buildings.
7. Assumes responsibility for the general fire safety of the buildings.
8. Performs emergency repair services as necessary.
9. Conducts an ongoing program of general maintenance, upkeep, and repair.
10. Responsible for overall maintenance of district vehicles.
11. Serves as liaison for all general contractors and district administration regarding services to grounds and buildings.
12. Responsible for the setting up and tearing down of equipment during special events; i.e., graduation, conferences, concerts, etc.
13. Will have District provided vehicle to be available for fire and police departments on a 24-hour call basis when building or ground alarms sound.
14. Orders and receives supplies and equipment, and maintains necessary inventories.
15. Maintains and updates the District's MSDS books.
16. Be responsible for managing the Buildings and Grounds Budget.

17. Performs all other assignments and responsibilities as directed.

III. Performance Responsibilities:

A. Personnel:

1. Recruits, screens, and assists in the hiring and training have all custodial and maintenance personnel.
2. Monitors the attendance of all custodial and maintenance employees in the district.
3. Evaluates all custodial and maintenance staff.
4. Establishes schedules for all custodians and maintenance staff.
5. Provides custodial and maintenance staff trainings and celebration events.
6. Advises on the hiring of contractors to perform certain maintenance or repair services and monitors the performance of these same contractors.
7. Supervises summer cleaning programs and schedules.

B. Maintenance:

1. Examines buildings on a regular basis for needed repairs, maintenance, and cleanliness.
2. Maintains a ten-year long-range plan.
3. Checks buildings on weekends and holidays.
4. Establishes and recommends, in cooperation with building administrators, priorities on repair projects and estimates the cost of these projects.
5. Performs maintenance as required.
6. Consults with building principals regarding the establishment of a regular preventative maintenance program.
7. Schedules all inspections (rural school wells, boilers, fire...)
8. Is responsible for regulating heating, ventilating and air conditioning systems to provide temperatures appropriate to the season and to ensure economical usage of fuel, water, and electricity.
9. Performs grounds maintenance as required.
10. Supervises and assists in snow removal.
11. Designated District person in charge of asbestos safety, lead paint abatement, water samples and DNR small system operator.

C. Other:

1. A member of the Finance, Transportation, and Facilities Committee and the Building Trades Committee, a Co-Chair of the Safety Committee, and an active member of a community organization.
2. Able to lift and carry a minimum of 70 pounds, testing is required.
3. Able to perform the following activities over a sustained period of time, climbing, ladder, lift, and scaffolding work at heights of up to 50 feet. Continuous walking, twisting, stooping, bending and standing. Testing is

required as needed.

4. Must obtain certification for Genie Lifts.
5. Must have a valid drivers license.
6. The maintenance person may be required to work in confined spaces after appropriate training.

IV. Terms of Employment:

1. Twelve months a year. Salary to be established by the Board of Education.

V. Evaluation:

1. Performance of this job will be evaluated annually in the employees first two years of employment and every other year thereafter.

Proposed - December 1992
Amended - July 9, 1984
Amended - April 12, 1993
Revised - July 30, 2001
Revised – January 11, 2016