



Annandale Public School District 876

JOB DESCRIPTION

Position Title:

Director of Buildings and Grounds

Department:

Buildings and Grounds

Unit:**Immediate Supervisor:**

Superintendent

Grade Placement:**FLSA Status:****Job Summary:**

Under the direction of the Superintendent, the Director of Buildings and Grounds is responsible for the overall management, operations and programs of the district's buildings and grounds. The Director of Buildings and Grounds is responsible for ensuring efficient operations and to provide for the safety, health and comfort of students, staff and the public within the facilities of Annandale Public Schools.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Monitors buildings, grounds and all operational systems to ensure continuous safe and efficient operations.
2. Manages and supervises district building and grounds personnel directly or through designated lead positions.
 - Establishes regular cleaning and grounds schedules and procedures to ensure maximum safety and cleanliness.
 - Monitors, assesses and provides feedback of/to custodial staff regarding performance.
3. Plans, develops, recommends and monitors the approved budget for Buildings and Grounds.
 - Maintains a district-wide inventory of appropriate supplies and equipment
 - Plans for the purchases of equipment, necessary maintenance and repairs.
4. Performs building and equipment maintenance and repairs. Delegates routine maintenance to custodial staff, coordinates major repairs and upgrades with district administrators and outside contractors. Schedules long term remodel and construction projects.
5. Communicates and assists district staff with daily operations.
 - Activities before, during and after the school day
 - Athletics Department
 - Community Education
 - Classrooms
 - Food Service
6. Monitors and ensures compliance with legal requirements of local, state and federal safety mandates.
7. Serves as the lead contact person in all functions of buildings and grounds.
 - Attends to unexpected issues and problems that arise.
 - Outside agencies and individuals who have facility related questions, issues or business.
 - Planning and supervising construction projects.

8. Attends various committees and meetings regarding planning for school safety, buildings and grounds projects and budgets.
9. Performs other related duties as assigned.

EDUCATION AND KNOWLEDGE REQUIREMENTS

Education Training and Experience Requirements:

- High School Diploma or equivalent.
- At least 5 to 8 years of prior related work experience.

License/Certification Requirements:

- 2nd Class C Boiler License
- Air Quality Control License
- Forklift Operator/Trainer License

Knowledge required to perform the essential functions of the job:

- Knowledge of the operation of building systems including security, HVAC, refrigeration, plumbing and electrical systems.
- Knowledge of district administrative policies and procedures (purchasing, HR, records requirements, etc.)
- Knowledge of grounds equipment (mowers, snow plows, blowers, fork lifts, etc.)
- Knowledge of custodial equipment, techniques and supplies.
- Knowledge of federal and state health and safety codes/regulations.
- Knowledge of building and construction codes and requirements.
- Knowledge of hazardous chemicals (safety, use, clean-up, etc.)
- Knowledge of math and language skills.

WORK SKILLS AND CHARACTERISTICS

Skills required to perform the essential functions of the job:

- Skilled in establishing and maintaining effective working relationships with employees, supervisors and district administrators.
- Skilled in delegating, supervising, training, evaluating and planning work assignments and priorities for department staff.
- Computer skills pertaining to communication, inventories, security system, etc.
- Skilled in planning, organizing, implementing and monitoring various departmental projects, programs, renovations and new construction.
- Planning, recommending and monitoring approved department budget(s).
- Planning, developing and overseeing preventive maintenance plans, schedules and procedures.
- Conducting facility maintenance, grounds and repair work (boiler repairs, electrical work, carpentry, HVAC and plumbing, athletic field maintenance, etc.)
- Ability to work independently with minimal supervision.
- Skilled in irrigation management and work

PHYSICAL REQUIREMENTS

Physical requirements associated with the position can be best summarized as follows:

Heavy work. Exerting up to 100 pounds of force occasionally, up to 50 pounds of force frequently to lift, carry, push, pull or otherwise move objects.