**JOB DESCRIPTION FOR: Director of Buildings and Grounds**

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REPORTS TO: Superintendent

QUALIFICATIONS: As established by the Board of Education

GENERAL RESPONSIBILITIES:

To coordinate and supervise the maintenance, repair, and/or construction of all district-owned equipment, facilities, grounds, and major building functions

DUTIES:

1. Regularly inspects all facilities and equipment for cleanliness, safety, security, and preventative maintenance.

2. Supervises grounds maintenance crews to include mowing, fertilizing and care of trees and shrubbery.

3. Maintains current inventories of all custodial supplies and handles the distribution of custodial supplies from the storage facility. Advises the purchasing agent when reordering is necessary.

4. Assumes primary responsibility for the safe condition of lighting fixtures, electrical apparatus, fixtures, wiring, air-conditioning, and refrigeration units, and similar electric elements in the facilities owned and operated by the district.

5. Instructs custodians and maintenance workers on proper methods of procedure and proper

use of tools in electrical and plumbing repair work as well as other general maintenance

areas.

6. Assumes primary responsibility for the safe condition of flooring, door frames, doors,

window frames, staircases, stair treads, wall paneling, ceiling paneling, hardware, and

similar structural elements in the facilities owned and operated by the district.

7. Determines which repair and cleaning jobs may be performed by workers on the staff and

which must be performed by outside contractors, and advises the administration

accordingly.

8. Supervises painting crews.

9. Establishes and recommends priorities on repair projects within the area of responsibility.

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**JOB DESCRIPTION FOR: Director of Buildings and Grounds (Continued)**

10. Estimates cost of repair projects in terms of labor, material, and overhead.

11. Develops a system for dealing with emergency repair problems with efficiency.

12. Consults with building principals regarding the establishment of custodial schedules and other building and grounds maintenance to include preventative maintenance programs.

13. Regularly inspects all facilities for pests and performs pest control on a scheduled basis.

14. Supervises and assists with snow removal on drives and parking areas.

15. Supervises maintenance of outdoor sprinklers, waste disposal systems, radiators,

boilers, and similar plumbing-related installations.

16. Assumes primary responsibility for the safe condition of pipes, drains, and plumbing

fixtures in the facilities owned by the district.

17. Supervises all maintenance personnel (both full-time and part time personnel).

18. Recommends supplies and equipment for purchase and maintains the inventory of

district-owned hand tools, equipment, hardware, materials, and supplies.

19. Overseas all new/renovation school construction projects.

20. Performs other duties as assigned.

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APPROVED BY: ELIZABETHTOWN BOARD OF EDUCATION December 10, 1984

REVIEWED AND RE-ADOPTED:

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