



JOB TITLE	Director of Buildings and Grounds
REPORTS TO	Superintendent
SALARY SCHEDULE/GRADE	Classified
CONTRACTED DAYS AND/OR HOURS	260 days
JOB CLASS CODE	7435
POSITION CLASSIFICATION	Classified
DATE APPROVED	

QUALIFICATIONS

Holds at least a high school diploma or high school certificate of completion or High School Equivalency Diploma, or shows progress toward obtaining a High School Equivalency Diploma..

POSITION SUMMARY

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

PERFORMANCE RESPONSIBILITIES

- Regularly inspects all facilities and equipment for cleanliness, safety, security, and preventative maintenance.
- Assists and supervises grounds maintenance crews to include mowing, fertilizing, and care of trees and shrubbery.
- 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.
- 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.
- Assumes primary responsibility for instructing and training 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.
- 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.
- Determines which repair and cleaning jobs may be performed by district staff and which must be performed by outside contractors and advises the administration accordingly
- Oversees and assumes responsibility for painting and maintaining facilities
- Establishes and recommends priorities on repair projects within the area of responsibility.
- Estimates the cost of repair projects in terms of labor, material, and overhead.
- Develops a system for dealing with emergency repair problems with efficiency.
- Consults with building principals regarding the establishment of custodial schedules and other building and grounds maintenance to include preventative maintenance programs.

Regularly inspects all facilities for pests and performs pest control on a scheduled basis.
Supervises and assists with snow removal on driveways and parking areas.
Assumes responsibility for maintenance of outdoor sprinklers, waste disposal systems, radiators, boilers, and similar plumbing-related installations.
Assumes primary responsibility for the safe condition of pipes, drains, and plumbing fixtures in the facilities owned by the district.
Supervises all maintenance personnel (both full-time and part-time personnel).
Recommends supplies and equipment for purchase and maintains the inventory of district-owned hand tools, equipment, hardware, materials, and supplies.
Oversees all new/renovation school construction projects.
Performs other duties as assigned.

KNOWLEDGE AND ABILITIES
Methods, materials, and equipment used in the various building maintenance trades such as carpentry, plumbing, painting, electrical, heating and ventilating and air conditioning as assigned.
Building construction practices and laws governing the construction and repair of public buildings.
Appropriate safety precautions and procedures.
Health and safety regulations.
Applicable State, County and City laws, codes and regulations related to building and grounds maintenance operations.
District organization, operations, policies and objectives.
Oral and written communication skills.
Record-keeping techniques and maintain accurate records/prepare reports.
Perform a variety of responsible duties related to the supervision of maintenance operations and activities.
Plan, organize, schedule, assign and review maintenance work.
Train, supervise and evaluate personnel.
Prioritize and schedule work.
Read, interpret and work from construction drawings and blueprints.
Estimate materials and labor costs.
Plan, lay out, direct and control a maintenance work program involving diversified activities.
Work independently with little direction.
Establish and maintain cooperative and effective working relationships with others.
Perform heavy physical labor
Observe legal and defensive driving practices.

PHYSICAL DEMANDS				
	SELDOM/RARE	OCCASIONAL <small>(UP TO 1/3 OF WORK DAY)</small>	FREQUENT <small>(1/3 TO 2/3 OF WORK DAY)</small>	FREQUENT <small>(2/3 OF WORK DAY)</small>
Standing/Walking				X
Sitting	X			
Handle/Finger/Feel			X	
Reach/Push/Pull			X	
Bend/Stoop/Crouch			X	
Kneel/Crawl		X		
Climb/Balance		X		
Lift/Carry (check weight and frequency)				
Up to 10 lbs.				X
Up to 20 lbs.				X
Up to 50 lbs.			X	
Up to 100 lbs.	X			
Over 100 lbs.	X			