

Monticello Public Schools
ISD #882
JOB DESCRIPTION

Position Title: Director of Buildings and Grounds

Department: Finance

Exempt Status: Exempt

Reports To: Director of Business Services

Date Revised: December 13, 2016

Approval: Assistant Superintendent

JOB SUMMARY: The Director of Buildings and Grounds is responsible for the overall management, operations and programs of all District Buildings and Grounds. The Director of Buildings and Grounds will provide leadership and work with the district administration, building principals, and other school employees to ensure a well-maintained, safe, and secure environment for students and staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

30% Facilities Maintenance

- A. Develops, coordinates and implements a preventative maintenance program for the District building systems including but not limited to: boiler and heating systems, pneumatic control and thermostat systems, air conditioning systems, ventilation and exhaust systems, intrusion, security and fire protection systems.
- B. Formulates and establishes custodial staff schedules, cleaning and maintenance priorities, procedures, and quality of work.
- C. Provides direction for summer schedules, staffing, timelines, priorities, and projects.
- D. Formulates and establishes procedures and preventative maintenance schedules and programs.
- E. Oversees service, repair and replacement of grounds equipment.
- F. Coordinates all major repairs and upgrades.
- G. Delegates routine or minor repairs and upgrades to custodial staff.
- H. Oversees the preparation, maintenance, and care of playing fields.
- I. Coordinates snow removal and general maintenance of all District parking lots and driveways.
- J. Monitors vendors working in the District.
- K. Monitors, coordinates, and writes reports in accordance with state and federal guidelines.

30% Project Management

- A. Assists contractors, consultants, and architects in the design of buildings and facilities.
- B. Assists contractors, consultants, and architects in the diagnosis and remedies of problems during and after the construction of facilities.
- C. Plans and oversees the implementation of new construction, remodeling projects, renovations or major repairs.
- D. Monitors and serves as a liaison between the District and contractors, consultants, and architects.

15% Budget Management

- A. Plans, develops, recommends, and monitors the approved budget for Buildings and Grounds.
- B. Approves invoices for payment.
- C. Meet with custodial staff and building administration to assess needs and priorities for capital and deferred maintenance projects.
- D. Develops recommendations for capital outlay and deferred maintenance priorities to administration.
- E. Obtains necessary quotes and bids for purchasing equipment, materials, supplies, and professional services.

10% Personnel Management

- A. Hires and provides orientation for custodial personnel.
- B. Supervises head custodians and subsequently all custodial staff.
- C. Provides work direction to custodial staff regarding cleaning and maintenance activities.
- D. Responsible for staff development and training oversight of custodial staff.
- E. Conducts head custodian meetings on at least a monthly basis.
- F. Reviews completed work.
- G. Provides feedback, input and expectations on staff performance.
- H. Approves work order requests that effect the overall operation of District Buildings and Grounds.

5% Health, Safety, and Security

- A. Responsible for building security including implementation of security improvements as needed.
- B. Plans and oversees all health and safety projects.
- C. Directs and oversees the District's health and safety committee and programs.
- D. Ensures compliance with OSHA and other local, state, and federal safety mandates.
- E. Responsible for adherence to all applicable laws and local, state and federal law requirements.
- F. Ensures compliance with indoor air quality standards and District policy.

5% Communication and Customer Relations

- A. Establishes and operates a continuous improvement system based on District goals, and direction from school board and District administration.
- B. Maintains effective and proactive communication with the school board, public, employees, and parents.
- C. Answer questions, resolve complaints, and distributes necessary information to staff and community.

5% Professional Development

- A. Maintain active memberships in professional organizations.
- B. Attends meetings, in-services, workshops and conferences as required.

Performs other duties as assigned or requested.

WORK REQUIREMENTS AND CHARACTERISTICS:

Education/Certification Requirement:

- High School diploma or equivalent required.
- Chief class (c) boiler license required.
- Pool certification required.
- Valid Minnesota driver's license required.

Experience:

- Previous custodial or building maintenance supervisory experience preferred or other related experience required.
- Previous experience in education setting preferred.

Essential Skills Required to Perform the Work:

- Ability to work safely at all times.
- Recognize and correct safety hazards.
- Knowledge of federal and state health and safety code and regulations.
- Knowledge of proper cleaning techniques.
- Ability to give and follow written and verbal instruction.
- Ability to employ proper lifting techniques.
- Advanced computer skills.
- Advanced communication skills.
- Ability to work effectively and lead in a team environment.
- Ability to meet deadlines.
- Organizational and time management skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to vary sequence of duties.
- Ability to perform arithmetic calculations (i.e. addition, subtraction, multiplication and division).
- Ability to perform arithmetic calculations (i.e. discounts, percentages, proportions and volume).
- Advanced mechanical repair abilities.
- Demonstrated knowledge of department equipment and procedures.
- Knowledge of basic building and construction code and requirements.
- Knowledge of state funding legislation.
- Knowledge of District policies.
- Knowledge of records retention schedule.
- Ability to provide leadership skills.
- Ability to plan, organize and delegate responsibilities to subordinates while maintaining quality standards throughout one's own performance.
- Ability to analyze situations and select a course of action.
- Ability to multi-step and handle sequential problem solving activities that include comparing, analyzing and calculating data relevant to the facility.
- Ability to accept change and respond appropriately.
- Ability to work independently and make decisions that require initiative and judgment in order to effectively plan, organize and delegate work assignments.

Machines, Tools, Equipment, Electronic Devices, and Software Required:

- Operates all District custodial machines, equipment, and vehicles.
- Operates computer and phone devices.
- Utilizes custodial department software program.

Supervision of Other Employees:

- This position supervises and provides work direction to all custodial staff at the assigned building.
- Position provides training and input related to hiring and evaluation of staff.
- Position approves and tracks absence requests and overtime.

Physical Job Requirements:

- Position involves pulling, stooping, climbing, crawling and kneeling.
- Position involves extended periods of time on feet.
- Position involves frequent lifting up to 50 pounds and occasionally lifts 75 – 100 pounds.
- Position involves occasional climbing of ladders.
- Position involves occasional repetitive motion in performing tasks.
- Position involves listening, speaking clearly and visual acuity.

Mental Job Requirements:

- Position requires organizing and prioritizing tasks in order to meet strict deadlines.
- Position requires attention to detail.
- Position requires operating equipment that requires concentration.
- Position requires handling multiple tasks at once while dealing with constant interruptions.
- Position requires flexibility and a willingness to undertake a variety of tasks, sometimes from more than one person.
- Position requires coordination of manual dexterity with visual attention (eye-hand coordination).
- Position requires supervision of custodians to meet timelines.

Working Conditions:

- Position works around dirt, dust, chemicals and fumes.
- Position involves occasional exposure to blood/bodily fluids.
- Position involves occasional exposure to extreme temperatures.
- Position involves occasional exposure to heights, confined spaces and mechanical equipment/moving parts.
- Position may require evening/night or weekend hours.

Job Outcomes:

- Projects a positive, cooperative and respectful attitude with students, parents, other employees and community members.
- Provides a clean, safe, comfortable environment to make the students and staff proud of their schools and facilities.
- Promotes safety and prevent accidents.
- Ensures buildings and grounds are secured to prevent vandalism and theft.
- Ensures maintenance problems are identified and corrected.
- Provides leadership to create atmosphere that provides service and facilities to support the educational activities and programs.
- Motivates staff to improve work performed, provides training as needed and safe working practices.
- Purchases supplies and service within the school budget.

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.