

USD 416 Work Agreement

Director of Buildings & Grounds

TITLE: Director of Buildings and Grounds

PURPOSE AND OBJECTIVES OF THE POSITION: Maintains school buildings and grounds in top condition to ensure full and productive use of district facilities. To accomplish these tasks, the Director of Buildings & Grounds must work closely with the staff and administration of USD 416.

RESPONSIBLE TO: Superintendent

PAYMENT RATE: Salary and benefits to be established by the Board of Education

ESSENTIAL JOB FUNCTIONS:

1. Maintains school buildings and grounds in top condition to ensure full and productive use of district facilities.
2. Ensures that all activities conform to district guidelines.
3. Communicates effectively with members of the school district and community.
4. Reacts to change productively and handles other tasks as assigned.
5. Appropriately operates all equipment and machinery as necessary.
6. Supports the value of an education.
7. Supports the philosophy and mission of USD 416.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. High school diploma or equivalent.
2. Health and Inoculation Certificate on file in the central office (after employment offer is made).
3. Experience with institutional buildings and grounds operations.
4. Certification in refrigeration.
5. Knowledge of building codes.
6. Knowledge of fire codes.
7. Minimum of 5 years experience in property management.
8. Desire to continue career improvement.

JOB LOCATION/ PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS

(Place(s) where work is performed):

1. Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
2. Requires stooping, kneeling, crawling, bending, turning, and reaching.
3. Requires climbing and balancing.
4. Must work indoors and outdoors year-round.
5. Must work in noisy and crowded environments.
6. Must work in and around dust, fumes, and odors.

Physical Requirements	Rarely (0-12%)	Occasionally (12-33%)	Frequently (34-66%)	Regularly (67-100%)
Seeing: Must be able to read reports, blueprints, etc.				X
Hearing: Must be able to hear well enough to communicate with co-workers				X
Standing/Walking:				X
Climbing/Stooping/Kneeling				X
Lifting/Pulling/Pushing				X
Fingering/Grasping/Feeling: Must be able to work with machines, devices & tools				X

EQUIPMENT *(Machines, devices, tools, etc. used in job performance):*

computers, telecommunications equipment, electric lifts, boom truck, mowers, tractors, heavy equipment and maintenance tools as required

CRITICAL SKILLS/EXPERTISE *(Needed for this job specifically):*

1. Maintains school buildings and grounds in top condition.
2. Promotes the safety, health, and comfort of students and employees in school buildings and grounds.
3. Conducts detailed inspections of buildings and grounds, and establishes preventive maintenance and repair schedules for district facilities.
4. Plans and oversees all maintenance and repair work.
5. Arranges for the services of outside contractors as needed.
6. Maintains a high standard of safety, cleanliness, and efficiency in all maintenance and repair projects.
7. Orders and maintains suitable supplies, tools, and equipment.
8. Assists the superintendent in the selection, assignment, scheduling, and training of custodial and maintenance staff.

9. Evaluates the performance of custodial and maintenance staff on a regular basis.
10. Monitors the time records of custodial and maintenance staff and certify salary payments.
11. Ensures that all activities conform to government regulations protecting the health, safety, and rights of employees and the public (including but no limited to asbestos, hazardous chemicals, access to buildings by the handicapped, and playground safety).
12. Ensures that district policies are observed during all activities.
13. Keeps abreast of new information, innovative ideas and techniques.
14. Adheres to all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
15. Performs other duties as assigned by the Administrative Staff.

TERMS OF EMPLOYMENT: At will.

EVALUATION: Performance effectiveness evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.