QUALIFICATIONS:

Thorough knowledge of building cleaning practices, supplies and equipment; good knowledge of the operation and maintenance of building heating equipment; working knowledge of the tools, terminology and practices of one or more skilled trades; ability to follow moderately difficult and written directions; ability to plan and supervise the work of others; thoroughness; resourcefulness; dependability; good judgment; physical condition commensurate with the demands of the position.

Two years of experience in general building maintenance or buildings trade work; or a satisfactory equivalent combination of experience and training sufficient to indicate ability to do the work.

Graduation from high school or possession of a high school equivalency diploma.

Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO:

Superintendent of Schools

SUPERVISES:

Maintenance personnel
Custodial/Cleaning staff

ROLE:

To provide the school district with safe, secure, clean, well maintained buildings and grounds.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following descriptions reflect the general areas of responsibility for superintendent of buildings and grounds. These responsibilities may vary depending on specific situations.

Prepare the department’s yearly budget keeping the district’s long-range goals in mind.

Approves all purchases for the department.

Knowledge and skill to complete tasks assigned to the department.

Works along with other members of the department to maintain and clean the facilities.

Through knowledge of building maintenance and operation activities.

Through knowledge of heating plant and air-conditioning operations and safety precautions.

Through knowledge of the principles and practices of coordinating maintenance and custodial staff and materials.

Through knowledge of building maintenance trades and operations.

Ability to plan, organize, coordinate, train and supervise a staff having diverse skills in cleaning, warehousing, heating, plumbing, electrical, air conditioning, carpentry, painting, other trades and grounds maintenance.

Ability to maintain efficiency and harmony in working relationships among subordinates.

Ability to apply critical attitudes in the inspection and evaluation of work completed and in progress.

Ability to communicate, understand, and execute oral and written directions.
Ability to prepare preliminary budget and renovation estimates.
Mechanical aptitude.
Dependability.

OTHER DUTIES

Directs and supervises assigned staff in the safe and efficient maintenance and operation of school system building and grounds.
Participates in the selection, training and development of subordinate staff.
Develops, schedules, and manages a preventative maintenance program designed to retain buildings, grounds and equipment in safe operating condition.
Makes recommendations to school administrators in maintenance, repair and operational needs.
Makes periodic inspections of all buildings and grounds.
Serves as a resource person for a negotiator in employee contract negotiations.
May participate with other management personnel and Board of Education in the planning of new construction and major repair work.
Plans and supervises school systems security activities with administrators.
Identifies and reports mechanical and structural deficiencies and the need for repair or replacement to superior.
Oversee and inspect the work of hired contractors and/or service personnel.
May make recommendations concerning the work of outside contractors.
Assist in the preparation of building and grounds annual report.
Directs snow and ice control activities.
Performs other duties as assigned by the Superintendent of Schools.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms; and talk and hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and ability to focus.

TERMS OF EMPLOYMENT:

Twelve-month position
Salary and conditions in accordance with negotiated contract with the District
Minimum of one formal evaluation per year completed by the superintendent by June of each year

6/2022