



Director of Building and Grounds

Purpose:

- The Building and Grounds Supervisor maintains school buildings and grounds to ensure full and productive use of district facilities, aesthetically pleasing and comfortable learning environments, and maximum usable lifespans. To accomplish these tasks, the Building and Grounds Supervisor must work closely with the staff and administration of District 24.
- To supervise and lead a crew of custodial/maintenance personnel whose major responsibility is to provide students and staff with a safe, attractive, comfortable, clean, and efficient building in which to work and learn.

Reports to: Business Manager

Supervises: Building Custodians for two schools

Position Goal: Provide direction and guidance to the operations of the Custodial and Maintenance Staff

Qualifications:

- High school diploma or equivalent
- Have a valid driver's license, be able to drive, and qualify under the district's insurance carrier when driving a district vehicle.
- Familiarity with computers and software relating to maintenance and inventory.
- Ability to read basic operating instructions, write reports, and effectively carry out oral and written instructions in a timely manner.
- Ability to perform assigned duties with a minimum of direction.
- Ability to establish and maintain effective public and co-worker relationships.
- Certificate of good health signed by a licensed physician noting that the position requires:
 - Prolonged sitting or standing
 - Physical exertion to manually move, lift, carry, pull or push heavy objects or materials
 - Stooping, kneeling, crawling, bending, turning, and reaching
 - Climbing and balancing
 - Working indoors and outdoors, year-round
 - Working in noisy and crowded environments
 - Working in and around dust, fumes, and odors
- Demonstrate past record of successful completion of tasks.

- Demonstrate knowledge and expertise in the basic techniques of electrical repair and maintenance, carpentry, and grounds Maintenance.
- Working knowledge of occupational hazards, safety precautions and fire and sanitation codes.
- Ability to operate various types of power and hand machinery and tools
- Ability to make minor repairs on mechanical equipment and to analyze and diagnose trouble and malfunctions in the more complex and sophisticated mechanical equipment

Specific Duties and Responsibilities

1. Work with the business Manager to coordinate budget preparation and major purchases.
2. Coordinate the hiring, personnel training, supervision, evaluation, discipline, and termination of facilities staff with the Principal and Business Manager
3. Assign and supervise facilities personnel in coordination with building principals.
4. Maintain all building, grounds, playgrounds, and equipment at a high level, in accordance with the needs of the district.
5. Coordinate the purchase and maintenance of the necessary materials and equipment to care for the buildings.
6. Maintain inventory control systems for custodial and maintenance supplies
7. Coordinate and oversee snow removal on the sidewalks and parking lots
8. Develop and implement a preventative maintenance program for all operating systems, HVAC equipment, and playground equipment.
9. Coordinate the development of a 5 to 10-year facility master plan.
10. Available to be on call in case of emergencies.
11. Maintain all blueprints, building plans, life safety plans, and other documents in a safe and orderly manner.
12. Coordinate bids, RFP's, RFQ's and other purchasing for building projects.
13. Establish annual goals and objectives in conjunction with the Business Manager.
14. Oversee life/safety related projects and inspections with the ROE annually.
15. Coordinate the Asbestos Management Plan and Inspections.
16. Coordinate indoor air quality testing. Act as the owner's representative for all capital improvement projects and provide updates to the Business Manager and Superintendent. Attend appropriate outside organizational meetings to stay current on professional standards.
17. Assist the Business Manager with written and oral board reports as necessary.
18. Seek grant opportunities related to facilities management.
19. Maintain and update software system for control of HVAC equipment, lighting, and security systems.
20. Coordinates the scheduling of staff to work weekends and holidays as necessary
21. Perform other duties as assigned.

Experience:

Prior facility management experience desired

CPPM certified or the ability to obtain with one year of employment

Non-Community Public Water Supply Operator Certification or the ability to obtain Certification

Ability to complete an Illinois Department of Public Health approved training course in Pest Management

Terms of Employment

12 Month Annual Contract. Salary and work year established by the Board of Education

Evaluation

Performance of this job will be evaluated by the Business Manager