JOB DESCRIPTION

DEPARTMENT: Facility Maintenance and District Transportation

JOB TITLE: Director of Buildings and Grounds
Full time X Part Time

RESPONSIBILITY: Directly responsible to the Superintendent for the cleanliness, maintenance and upkeep of all district buildings and grounds, and transportation fleet.

RECEIVES GUIDANCE FROM: Building Administrator

EMPLOYMENT TERMS AND SALARY: Salary and fringe benefits as determined by the Board of Education.

QUALIFICATIONS:

1. Education; minimum of a high school diploma. Schooling on maintenance, administration, personnel, and custodial, preferred.
2. Practical experience in all phases of building upkeep, maintenance, electrical, plumping, mechanical, planning long range needs, preventive maintenance and budget development and control.
3. Skills in making small repairs to buildings, property, vehicles, and grounds.
4. History of working well with contractors, sub-contractors, architects, and administrators.
5. The ability to teach, conduct in-services and informational meetings.
6. Working with long range planning teams to develop range plans for future needs.
7. Interviewing skills for hiring staff with multi-skilled background.
8. Trouble-shooting skills for building and personnel problems.
9. Maintain asbestos record keeping, maintenance and removal skills.
10. Some skills in bid letting and spec writing. Able to use Google docs.
11. Some security background for ensuring district buildings are safe for staff, students and visitors.
12. Operating the "Facility Use" program for building use after school hours.
13. Mechanical–Knowledge of machines and tools, including their designs, uses, repair, and maintenance

ESSENTIAL FUNCTIONS:

This is a generalized job description. Specific duties and responsibilities may vary, depending on the assigned school. Applicants should be made aware of the specific functions of the position prior to employment.

1. Establish and administer schedules and procedures for the regular, ongoing custodial care of all school and office facilities of the district.
2. Responsible for recruiting and hiring the best qualified custodians, maintenance persons, grounds keepers and painters.
3. Responsible for training and upgrading the overall skill levels of department personnel.
4. Make regular inspections of district buildings and grounds to evaluate the performance of department personnel.
5. Work with the Superintendent to develop short and long range buildings and grounds needs to update the five year maintenance plan and keep it in force.
6. Develop and work with an ongoing energy management program to keep energy costs down while keeping buildings comfortable to work in.
7. Contract outside services to make repairs, remodeling, and renovations that are beyond the capabilities or time constraints of district staff.
8. Direct snow removal operations including contracting all removal required by large equipment to keep the district's buildings open as much as possible.
9. Put a summer plan together to include major projects as well as normal upkeep and heavy cleaning that cannot be accomplished during the school year.
10. Maintain a good working relationship between suppliers and contractors performing in a business-like manner in accordance with school district policy.
11. Work with, on behalf of the school district, general contractors, and remodel and renovation projects.
12. Work closely with principals and other building administrators resolving problems and anticipated needs that are identified and agreed to within budget and time availability.
13. Maintain an environmentally safe condition in all district buildings that creates a positive working environment for staff to work in as well as a sound learning climate for students.
14. Actively work with and for committees that are identified for Buildings and Grounds participation by the district administrators.
15. Knowledge and understanding of FMCSA, Nebraska Pupil Transportation Laws and Regulations

16. Coordinate training for district transportation staff.
17. Coordinates utilization and schedules routine inspections, repairs, and maintenance of the school district's transportation fleet, including route buses, activities buses, passenger vans, and other vehicles
18. Make recommendations for vehicle replacement.
19. Schedule bus drivers for all requested activities.
20. Track and maintain Transportation Mileage, Fuel and 80 day inspections.
21. Perform any other duties as requested by the district administrators and/or Superintendent of Schools.
22. Must obtain CDL Bus License and drive district buses as needed

PHYSICAL REQUIREMENTS

ACTIVITY	NEVER	OCCASION	FREQUENT	CONSTANT
Standing				X
Walking				X
Sitting		X		
Bending/Stooping			X	
Reaching			X	
Climbing			X	
Driving			X	
Lifting/Carrying 80#-120#		X		
Manual Dexterity		X		

OTHER REQUIREMENTS (Intellectual, Sensory):
Effective oral and written communication skills. Maintain good working relationships with co-workers.

WORKING CONDITIONS:
A. Climatic Environment: Extremes of temperature, humidity--especially in non-air conditioned building; outside work during inclement weather.
B. Hazards: Cleaning solvents, dust operating power equipment, moving furniture, hot surfaces, water pressure, steam, drafts, stairs in some buildings,
communicable diseases, ladders, sharp edges, and weather conditions.

At Will Employment: Employment with the School District is not for any period of time, and employment may be terminated at any time at the convenience of the terminating party, with or without cause, and with or without notice. Employment with the School District is not governed by any express or implied contract of employment containing terms different from or inconsistent with those stated in this employment agreement. The terms of

this employment agreement may not be modified except in a writing signed by the Superintendent of Schools

All school employees are encouraged to complete the C.P.R. courses offered by the school as soon as possible after employment.

All school employees are governed by the policies of the Wilcox-Hildreth Board of Education that pertain to their position as stated in the School Board Policies.

Signature of Supervisor: _____

Date: _____