

**School District of Lodi  
Job Description**

(A) 3/9/20

**Title: Buildings and Grounds Director**

- Qualifications:
1. High School Diploma, College Degree in related area Preferred.
  2. Educational or Experience background in facilities, custodial services and maintenance services.
  3. Ability to organize, manage and supervise custodial and maintenance personnel.
  4. Possession of, or ability to obtain, a valid Wisconsin driver's license.
  5. Such alternatives or additions to the above qualifications as the Board may find appropriate and acceptable.
  6. Ability to apply knowledge of current research and theory in specific field. Ability to perform duties with awareness of all district requirements and School Board policies. Ability to use technology to accomplish job responsibilities. Basic knowledge of e-mail, MS Word/ Google Docs, spreadsheet, and building automation software.
  7. WASBO Facility Manager Certification preferred.

Reports to: Business Manager/District Administrator

Job Goal: The Director of Buildings and Grounds will do what is best for the students of the School District of Lodi through the coordination and development of short and long range planning relating to school facilities; administer the units responsible for maintenance, custodial and grounds maintenance operations of the district; and perform a variety of other duties relative to assigned area of responsibility.

**PERFORMANCE RESPONSIBILITIES:**

1. Operations, services and activities of a comprehensive school district facilities program.
2. Basic concepts and principles of architecture, planning and engineering.
3. Research techniques including planning of studies and investigation, determining variables, and developing source data.
4. Standard construction methods, terminology, materials, equipment and practices.
5. Principles and practices of budget preparation and administration.
6. Management skills to analyze programs, policies and operational needs.
7. Principles and practices of program development and administration.

8. Project cost analysis principles and procedures.
9. Standard drafting practices, procedures and convention.
10. Principles of supervision, training and performance evaluations.
11. Modern office procedures. Methods and equipment, including computers.
12. Safety practices and procedures including OSHA and DCOM regulations.
13. Plan, organize, direct and coordinate the work of the buildings and grounds department.
14. Select, supervise, train and evaluate staff.
15. Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
16. Read and interpret blueprints, mechanical, electrical and civil and structural drawings, plans, and sketches.
17. Interpret laws, rules, regulations, and policies related to construction needs.
18. Perform complex mathematical computations.
19. Prepare and administer large and complex budgets.
20. Prepare clear and concise administrative and financial reports and make presentations.
21. Operate a computer and modern software to develop, direct and maintain a computerized facilities program.
22. Provide information and assistance to parents, the general public and other staff members in a helpful, courteous and timely manner.
23. Maintain confidentiality of information obtained during the course of work.
24. Understand and follow oral and written instructions.
25. Establish and maintain effective working relations with those contracted in the course of work.
26. Work independently with limited supervision.
27. Analyze situations accurately and adopt an effective course of action.
28. Plan and organize work to meet schedules and timeliness in an environment with constantly changing priorities.
29. Communicate clearly and concisely, both orally and in writing.
30. Follow good health and safety principles and practices.

#### ESSENTIAL JOB FUNCTION DESCRIPTIONS:

1. Ability to arrive at work on time and be prepared to complete job performance responsibilities.
2. Ability to work cooperatively with other staff to promote a friendly and caring environment for students and program visitors.
3. Ability to meet standards of hygiene and appearance appropriate to the position.
4. Ability to complete assigned performance tasks within a reasonable time frame.
5. Ability to learn and practice universal precautions in dealing with any body fluid spills.
6. Ability to work while dealing with a sense of urgency (e.g. an emergency situation).
7. Ability to maneuver from room to room.
8. Ability to perform repetitive tasks.
9. Ability to lift and carry a minimum of 20 lbs.

10. Ability to respect district rules of confidentiality in that no specific student information is shared with anyone who does not have a legal right to that information.
11. Ability to supervise small/large groups of students.
12. Ability to follow district, building and program policies and procedures.
13. Ability to complete clerical/technical duties associated with identified performance responsibilities and as required for district reporting or budget purposes.
14. Ability to complete other appropriate tasks periodically assigned by the Business Manager or District Administrator that are necessary or required to carry out monetary/performance responsibilities of the Director of Buildings and Grounds.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Education.