



## SCHOOL DISTRICT 69 • SKOKIE / MORTON GROVE

5050 MADISON STREET • SKOKIE, IL 60077 • (847)-675-7666

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### **Coordinator of Buildings and Grounds**

#### **Primary Function**

To assist in maintaining and operating the physical assets of the District.

#### **Organizational Relationships**

Reports to the Business Manager and supervises the Head Engineers.

#### **Qualifications**

- Graduation from high school. Bachelor's degree or equivalent work experience, preferred.
- Proficient skill in English composition, grammar and spelling.
- Demonstrated skill in working with the public.
- Working knowledge of Building Codes, HVAC, Building Automation Systems, Roofing, and Hazardous Materials.
- Working knowledge of office technologies including phone, fax, scanning, database, word processing, and spreadsheets.
- Ability to perform assigned duties and tasks with a minimum of direction.
- Ability to maintain effective public and co-worker relationships.
- Ability to physically move about the building.
- Ability to understand and carry out oral and written directions in English.
- Ability to, on occasion, physically lift and move packages, boxes, and other materials weighing up to 50 pounds.
- Ability to climb ladders and walk roof areas
- Ability to physically type, manipulate a mouse, and operate a computer.
- Ability to keep proper records in accordance with State/Federal guidelines and Board Policy.
- Maintain a valid Driver's License for the State of Illinois.

#### **Performance Responsibilities**

1. Responsible for the supervision of buildings and grounds personnel
2. Ensure that all facilities conform to government regulations protecting the health, safety, and rights of employees and the public (including but not limited to asbestos, hazardous chemicals, access to buildings by the handicapped, and playground safety)
3. Plan and coordinate annual construction/remodeling projects working with Business Manager, administration, architects, staff and community
4. Plan and coordinate long-range facilities projects working closely with the Business Manager
5. Prepare recommendations to the Board related to operations
6. Establish appropriate preventative maintenance procedures for each facility inclusive of building security
7. Coordinate ongoing maintenance of playgrounds and athletic fields at all school sites

8. Coordinate Life/Safety compliance working with district architects to ensure that standards are consistent with applicable laws
9. Work directly with administrators to develop the link between educational needs and facility support
10. Determine and establish detailed specifications pertaining to contractual bids for supplies, material, equipment, general construction and repairs
11. Supervise and inspect work performed by outside contractors associated with the Buildings and Grounds Department, verifying all terms and conditions have been satisfied before payment is authorized
12. Prepare and administer annual Operations & Maintenance, Capital Projects, and Life Safety budgets in conjunction with Business Department
13. Work with Board, administration, principals, police and fire departments to ensure emergency plans are current and shared with all staff
14. Advise administration regarding safety conditions of all District facilities in a timely manner
15. Remain on call 24/7 for emergencies
16. Other duties as assigned by the Business Manager.

**Terms of Employment**

12-month position (260 work days). Salary and work year determined by the Board of Education

**Performance Evaluation**

Performance of this job will be evaluated in accordance with the provision of the Board's policy on evaluation of support service personnel.