



## Rockford Area Schools Job Description

# Director of Buildings and Grounds

### General Definition of Work

Performs difficult administrative work overseeing the day-to-day operations of the Buildings and Grounds Department, and related work as apparent or assigned. Work is performed under the limited supervision of the Business Manager. Departmental supervision is exercised over custodian and maintenance personnel.

### Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### Essential Functions

Manages the day-to-day coordination, prioritization and maintenance of district facilities and grounds; schedules daily and deferred preventative maintenance activities of custodial and maintenance staff.

Oversees construction, maintenance and repair projects by outside contractors of district facilities and grounds; inspects grounds and facilities on a regular basis.

Coordinates district compliance with applicable federal, state, local and school district policies and regulations related to district facilities and grounds.

Maintains compliance with federal, state and local health and safety programs.

Develops service contract specifications and oversees implementation; identify issues and communicates with vendors and district administration as required; oversees snow removal, waste management, and pest and weed control.

Recruits, interviews, and hires staff; evaluates staff performance; evaluates staffing levels.

Prepares and manages department budget; oversees department purchases; approves requisitions for supplies and equipment; maintains an inventory of supplies and equipment.

Serves on committees as required; assists the Business Manager in long-range planning; reviews plans and specifications for maintenance and capital improvement projects; coordinates work on projects.

Develops policies and procedures related to the use and maintenance of district facilities and grounds.

### Knowledge, Skills and Abilities

Thorough knowledge of District Policy and Procedures Manual and Updates; thorough knowledge of Emergency Procedures and Updates; thorough knowledge of blueprints, Material Safety Data Sheets and project manuals; general knowledge equipment maintenance manuals and state health and safety guidelines; ability to prepare bids and estimates; ability to operate a tractor and bobcat; working knowledge of HVAC, plumbing and electrical systems; knowledge of construction practices and processes; thorough knowledge of standard office equipment, computer hardware and related software including standard accounting software and AutoCAD or REVIT; ability to make arithmetic computations using whole numbers, fraction and decimals; ability to compute rates, ratios and percentages; ability to establish and maintain effective working relationships with associates, students and parents.

### Education and Experience

Associates/Technical degree with coursework in HVAC, electrical, plumbing, or related field and considerable experience in construction, custodial, grounds maintenance, or equivalent combination of education and experience.

### Physical Requirements

This work requires regular exertion of up to 10 pounds of force and occasional exertion of up to 100 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires sitting, reaching with hands and arms and repetitive motions and occasionally requires standing, walking, climbing



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or balancing, stooping, kneeling, crouching or crawling, tasting or smelling, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to outdoor weather conditions, exposure to the risk of electrical shock, exposure to vibration, exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment and Bodily fluids; work is generally in a moderately noisy location (e.g. business office, light traffic).

### **Special Requirements**

MASMS Facility Managers Certification.

Minnesota Boiler's License upon hire.

Valid driver's license in the State of Minnesota