

**LAMPETER-STRASBURG SCHOOL DISTRICT**  
Lampeter, Pennsylvania 17537

**POSITION PROFILE – BUILDINGS AND GROUNDS DIRECTOR**

QUALIFICATIONS

Possession of a Bachelor's degree in a related field preferred.

Minimum of five years buildings/grounds management experience preferably in an educational setting.

Proven success in supervision of staff of 30 or more employees required.

Demonstrated competence in use of technology for office and facility management applications.

SUPERVISORY DUTIES AND RESPONSIBILITIES

Be responsible to the Business Manager.

Work in a staff relationship with all professional staff members.

Assist in the recruitment, employment, assignment, transfer, or dismissal of maintenance, grounds, and custodial personnel.

Supervise directly and indirectly the work of all maintenance, grounds, and custodial employees.

Evaluate annually in writing the performance evaluations of all maintenance, grounds, and custodial staff.

Monitor the work schedules and coordinate vacation schedules of all maintenance, grounds, and custodial staff.

Establish procedures and schedules for the monitoring of all District facilities during hours when the facilities are not in use.

Complete all other duties and responsibilities assigned by the Business Manager.

MANAGERIAL DUTIES AND RESPONSIBILITIES

Develop, submit, and implement a budget for the maintenance, grounds, and custodial functions.

Establish and administer procedures for the regular, ongoing maintenance, grounds, and custodial care of all school buildings and grounds. Examine school buildings on a regular basis to insure maintenance and repairs have been made.

Establish and supervise the schedules for summer cleaning and repair programs.

Select the custodial supplies and equipment to be used, assure the proper supplies are on hand in all buildings, and maintain an inventory of the supplies.

Oversee all aspects of the heating and air conditioning systems in all buildings to provide the appropriate climatic conditions.

Monitor all fuel oil supplies and deliveries.

Maintain all district-owned equipment.

#### PROGRAM DUTIES AND RESPONSIBILITIES

Direct the preparation and maintenance of playing fields and other necessary facilities for athletics.

Coordinate snow removal and appropriate treatment of driveway and walkway surfaces.

Establish and recommend to the Business Manager priorities on repair projects.

Estimate cost of maintenance repair projects in terms of labor, material, and overhead.

Advise on the hiring of contractors to perform certain maintenance or repair services.

Coordinate work schedules of contractors on specific projects and inspect the quality of the services.

Supervise and inspect new construction and renovation work performed by outside contractors, and verify that the terms of all such contracts have been fulfilled before authorizing final payments.

Chair the District's Safety Committee and serve as the Accident and Illness Prevention Program Coordinator.

Supervise and inspect the work of any cleaning firms, and verify that the terms of all such contracts have been fulfilled before authorizing payments.

Recommend the purchase of materials and equipment related to buildings and grounds.

Attend conferences to keep informed of the latest trends, developments, and products in the areas of maintenance, repair, and upkeep, and encourage innovation and experimentation as appropriate.

#### PERSONNEL DUTIES AND RESPONSIBILITIES

Attend School Board meetings and committee meetings as directed by Business Manager.

Assist the Business Manager in the preparation of the agenda for meetings of the Buildings and Grounds Committee.

Meet monthly with each principal to discuss and coordinate the custodial/maintenance programs for the respective building.

#### EVALUATION

Evaluation will be conducted annually by the Business Manager in the areas of skill preparation, job performance, and interpersonal skills.

**Approved by the School Board 04/02/12  
Supersedes Policies Dated 11/01/93, 08/07/00**