

MINOOKA COMMUNITY CONSOLIDATED SCHOOL DISTRICT 201
JOB DESCRIPTION

Job Title: **Director, Buildings & Grounds**
 Pay Schedule/Range:
 Prepared/Revised Date: **June 20, 2020**

Reports To: **Director of Finance and Ops.**
 FLSA Status: **Exempt**
 Work Year: **July 1 – June 30 (261 days)**

SUMMARY: Provide leadership, direction, planning, supervision, instruction, and evaluation related to the operations, maintenance, and grounds functions of the district. Manage all buildings and grounds personnel, facilities, and equipment. Develop and monitor associated budgets. Provide a safe and appropriate learning environment for students, staff, and the community.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty 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. The frequency and percentage of time of duties may vary based on building assignment.*

Job Tasks Descriptions	Frequency	% of Time
1. Plan, organize, implement, and direct maintenance related programs, projects, and activities, including in-depth troubleshooting of systems and equipment, routine, proactive, preventative, and predictive maintenance.	D	20%
2. Communicate with administrators, district personnel, and contractors to coordinate maintenance and operations activities and programs, resolve issues and conflicts, and exchange information. Provide technical expertise regarding assigned functions.	D	20%
3. Supervise, schedule, and evaluate assigned staff. Interview and recommend applicants for employment, and recommend employee transfers, reassignments, and disciplinary actions. Arrange for appropriate departmental employee training programs.	D	15%
4. Conduct onsite inspections for quality and safety control. Review documents and completed assignments for conformance with trade practices/guidelines, blueprints, and other established specifications. Provide inspections of construction, repair, maintenance, and renovation to ensure district specifications and environmental covenants are being met.	D	15%
5. Formulate and develop departmental policies and procedures to comply with federal, state, and local regulations.	D	5%
6. Develop, prepare, and monitor the department budget. Analyze and review budgetary and financial data. Monitor and authorize expenditures in accordance with guidelines. Obtain quotes as needed.	W	10%
7. Develop and implement long and short-term plans and activities to effectively and efficiently manage the district's buildings and site needs related to maintenance and operations.	M	5%
8. Present maintenance and operations related plans, projects, and programs to the Board of Education and any Stakeholder groups as required.	M	5%
9. Actively participate in professional organizations, committees, etc..	M	1%
10. Perform other duties as assigned, including responding to emergency situations.	Ongoing	4%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Minimum of high school degree or equivalent, plus trade school or college coursework
- Bachelor’s degree in business, construction, engineering, or a related field preferred
- Minimum of five years of building maintenance, mechanical systems, custodial functions, and supervision-related experience. Experience in a school district setting preferred.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Valid driver’s license
- Criminal background check required for hire; employment contingent on appropriate results.
- Commercial Driver’s License (CDL) preferred
- Trades certification or license preferred

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Advanced oral and written communication
- English language skills
- Bilingual oral and written communication skills preferred
- Advanced interpersonal skills
- Advanced leadership, management, problem solving, collaboration, and team-building skills
- Advanced time management, organizational, multi-tasking skills
- Advanced knowledge of accounting, budget systems, and math
- Ability to identify individual employee strengths and weaknesses and assign tasks and required training
- Ability to develop, evaluate, and manage budgets
- Ability to understand complex construction contracts and technical specifications
- Ability to maintain confidentiality in all aspects of the job
- Knowledge of building maintenance, materials, hardware, equipment, and building codes
- Knowledge of mechanical systems design and troubleshooting (electrical, plumbing, vehicle, and HVAC), grounds (maintenance, care, and equipment), and custodial operations (equipment, products, and standards)
- Treats others with respect, works with integrity and ethics, and demonstrates teamwork skills
- Ability to manage multiple tasks with frequent interruptions, to use time efficiently, to demonstrate attention to detail, to follow instructions and respond to management direction
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, direct staff regarding safety expectations, correct unsafe conditions/practices, and inform the Superintendent regarding any urgent conditions

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers, peripherals, and office software.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of facility and project management software
- Operating knowledge of and experience with hand and power tools and equipment

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

Reports to:	POSITION TITLE
	Director of Finance and Operations

	POSITION TITLE	# of EMPLOYEES
Direct reports:	Maintenance Technician, Grounds	4
	Assistant Director/Night Supervisor	2
	Custodian, School	24
	Secretary, Department	1

- Responsible for interviewing, recommending for hire, and training employees; planning, assigning, and directing work; appraising performance; recommending rewards, discipline, and termination of employees.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to sit; stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move a minimum of 51 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

WORK ENVIRONMENT: The noise level in the work environment is usually moderate.

MENTAL FUNCTIONS: While performing the duties of this job, the employee is regularly required to compare, analyze, communicate, coordinate, synthesize, use interpersonal skills, compile, compute, evaluate, and negotiate. The employee is occasionally required to instruct and copy.