

**Classified Personnel
Job Description**

POSITION TITLE: Director of Buildings & Grounds

QUALIFICATIONS: Shall have a working knowledge of computers.
Shall communicate effectively both orally and in writing.
Shall have equivalent experience for the position.
Shall have management/leadership experience.
Shall have a high school diploma or GED; college degree preferred.

PHYSICAL REQUIREMENTS: Shall have the ability to sit, light lifting, stoop, any and all body movements as related to the job description.

RESPONSIBLE TO: Superintendent

GENERAL DUTIES: Shall ensure that the students, teachers and staff of Ashland Independent Schools have a safe and healthy environment to work and learn.
Shall react positively to directives.
Shall carry out assignments in a timely manner without undue checking.
Shall adhere to time schedules as set forth.
Shall have a willingness to cooperate with the administrators, principals, and staff.
Shall be knowledgeable in electricity, HVAC systems, roofs, plumbing and reading blueprints.
Shall adhere to School Board of Education Policies and Procedures.

SPECIFIC DUTIES: Shall direct the operation of buildings/grounds as it relates to maintenance.
Shall assist with budget preparation as required; monitor and control budget according to established guidelines for buildings/grounds.
Shall coordinate maintenance of all board of education owned facilities.
Shall attend workshops/meetings to stay updated on buildings/grounds.
Shall perform other duties as assigned by the superintendent.

DAYS OF EMPLOYMENT: 260 days (8 hours)

SALARY: Commensurate with Ashland Independent Schools Classified Salary Schedule.

Updated: 6/27/2016