



ST. MICHAEL - ALBERTVILLE SCHOOLS

EXCELLENCE IS OUR TRADITION

Buildings & Grounds Coordinator

Department: Maintenance

Contract: 260 days

Supervisor: Director of Buildings & Grounds

Status: Exempt/ Non-Classified

Qualifications

High school diploma or equivalent is required. Valid MN Driver's License is required. Chief C boiler license is strongly preferred and must otherwise be attained on a mutually agreed upon timetable at the start of employment. Technical school training in building and mechanical systems and/or a minimum of three years' of experience in building maintenance is required. Ability to pass a physical examination is also required.

Position Overview & Responsibilities

- Assists the director of buildings & grounds with coordinating and supervising the maintenance department and department staff;
- Assists in the implementation and development of a building preventative maintenance program including district boiler and heating systems, air conditioning systems, ventilation and exhaust systems, fire protection, and similar building systems;
- Assists in the coordination of construction and remodeling projects;
- Recruits, hires, trains, supervises, and evaluates custodial staff as directed including assisting in the implementation of employee orientation and periodic safety and job-related training;
- Assists with snow removal and other facility or grounds maintenance as needed;
- Responsible for the development and monitoring of security, safety, and control procedures of all district facilities as directed by the director of buildings & grounds;
- Assists in monitoring the inventory of building systems components and follows up as needed;
- Coaches and provides guidance and technical support for head custodians to ensure optimal performance of building systems, maintenance, and cleaning;
- Assists in the monitoring and reporting of compliance with state or federal requirements;
- Stays current on all applicable district policies and laws pertaining to department;
- Attends trainings and workshops as directed; and
- Performs other duties as assigned or directed by the director of buildings & grounds;

Essential Functions

It is an essential function of this role for the employee to be able to lift and carry objects of 50 or more lbs, and complete work that may involve pushing and pulling, crawling and kneeling, bending and twisting, climbing ladders, and lifting objects overhead. These requirements must be met at all times.

Required Skills

- Ability to successfully communicate and coordinate with administrators and department staff;
- Management and motivation of staff;



ST. MICHAEL - ALBERTVILLE SCHOOLS

EXCELLENCE IS OUR TRADITION

- Recognizes and identifies reportable safety hazards;
- Knowledge of proper cleaning and maintenance protocols;
- Ability to employ and teach proper lifting techniques;
- Basic communication, computer, and technology skills;
- Ability to work effectively in a team environment; and
- Ability to accept direction from supervisor and other administrative staff.

Work Schedule

Work schedule is flexible and may vary at the direction of the supervisor at different times of the year. Schedule may include working into the evenings. Schedule is anticipated to be Monday-Friday with some portion of the shift ending in the early evenings, but schedule changes may occur and are at the discretion of the supervisor.

Equal Employment Opportunity Employer Notice

The St. Michael-Albertville School District is an equal employment opportunity employer who applies veteran's preference during hiring in accordance with applicable laws and district policy. The STMA District does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, marital status, sex, status with regard to public assistance, disability, sexual orientation, age, family care leave status, or veteran status.

Federal Medical Leave Act (FMLA) Notice

See <https://www.dol.gov/sites/dolgov/files/WHD/legacy/files/fmlaen.pdf> (last visited May 25, 2023)