



ADMINISTRATIVE POSITION POSTING

TO: All Staff
FROM: Troy Roth, Superintendent
DATE: December 1, 2023
RE: Director of Buildings and Grounds

POSTING DATE: December 1, 2023

POSTING PERIOD: December 1, 2023 through December 22, 2023

APPLICATION DEADLINE December 22, 2023 at 4:00 p.m. to the Central Administration Office
Troy Roth, Superintendent
Bellevue City Schools
125 North Street
Bellevue, Ohio 44811
troy.roth@bellevueschools.org

POSITION(S): Director of Buildings and Grounds
259 Day Contract

ANTICIPATED STARTING DATE: To Be Determined

ESSENTIAL FUNCTIONS: See attached Job Description

ADDITIONAL QUALIFICATIONS/INFORMATION:

- All applicants must adhere to the following:
 - Bellevue City School District Board Policy
 - State and/or Federal guidelines/regulations
 - Ohio Department of Education regulations
 - Valid Ohio Administrative Certification in specified areas
- Vacancy shall be filled as determined by the Superintendent's judgment of applicant's qualifications
- The Superintendent reserves the right to determine whether or not to fill the vacancy
- All assignments will be made by the Superintendent pursuant to O.R.C. 3319.01
- No applicant will be considered without the following items submitted in writing:
 1. Written narrative letter of application specifying why position is desired
 2. Resume and completed job application on file
 3. Other information pertinent to job vacancy
- Management experience preferred

The Bellevue City School District does not discriminate on the basis of race, color, national origin, religion, sex, disability or age in its education programs, activities, and employment practices.

CC: All Principals
All Buildings
Web Site
Allerton-Hill

BELLEVUE CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: **DIRECTOR OF BUILDING & GROUNDS**

File 104

Reports to: Superintendent

Job Objective: Supervises district-wide building/grounds services.

- Minimum Qualifications:** · High school diploma. Mechanical, electrical, plumbing, carpentry, masonry, building systems (e.g., HVAC, fire suppression, security, communication, etc.) and budget management skills substantiated by training/work experience. Post-secondary training in a trade is advantageous.
- Ability to manage compliance with environmental, health/safety regulations, building codes and ADA accessibility guidelines. Uses blueprints/schematic diagrams effectively.
 - Ability to perform physically demanding work that includes lifting/moving heavy items.
 - Additional licenses/certifications deemed appropriate at the time of hire may be required.
 - Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
 - Demonstrates leadership as a “hands-on” supervisor capable of developing/managing people.
 - Demonstrates the ability to use technology equipment/systems associated with job functions.
 - Duties may require working irregular hours/non-traditional schedule as an “on-call” employee.
 - Embodies high ethical standards/integrity. Accepts personal responsibility for decisions/conduct.
 - Exhibits consistent, impartial and resourceful problem-solving skills. Interprets information accurately.
- Evaluates options thoroughly. Develops reasonable solutions to resolve issues.
- Holds or is qualified to obtain a pesticide application license and/or asbestos hazard certificate.
 - Maintains a record free of criminal violations that would prohibit public school employment.
 - Maintains a valid driver’s license. Meets prerequisite and ongoing qualifications to be covered by the district’s insurance carrier. Commercial (CDL) license is advantageous.
 - Meets mandated health screening requirements following a conditional offer of employment.

NOTE: Position requires successful completion of blood-borne pathogen/communicable disease child abuse/neglect training as a condition of employment.

- Essential Functions:** **1. Manages the effective delivery/advancement of building/grounds services.**
- Actively participates as an administrative team member. Upholds board policies. Implements district guidelines/procedures. Ensures compliance with relevant local, state and federal laws.
 - Serves as an adviser to the superintendent. Attends/makes board meeting presentations.
 - Contributes to the development of a comprehensive district-wide strategic plan.
 - Implements organizational practices that encourage employee commitment to change initiatives.
 - Assists with the recruitment, selection, placement and orientation/training of assigned staff.
 - Provides staff leadership. Establishes an appropriate level of employee autonomy. Assumes responsibility for the results of duties delegated to staff. Evaluates employee performance.
 - Develops a work plan. Ensures all essential tasks are completed within required time-frames.
 - Arranges for substitutes during staff absences when authorized by district personnel policies.
 - Verifies/approves time sheets (e.g., daily hours, authorized overtime, absences, etc.).
 - Manages the board-approved budget for assigned responsibilities. Controls costs. Requisitions equipment, supplies and services. Ensures that resources are equitably apportioned and appropriate for the purposes/needs of the district. Upholds fiscal accountability standards.
 - Helps prepare bond sale prospectuses. Helps administer the permanent improvement budget.
 - Directs the pick-up/delivery of building/grounds supplies/equipment to maintain reliable service levels.
- Approves invoices for payment. Prepares revenue/expense projections as requested.
- Provides technical expertise/manual skill in inspecting, repairing, and maintaining buildings equipment systems, furnishings and grounds. Implements preventive maintenance programs.
 - Inspects buildings, grounds, and equipment regularly. Resolves problems (e.g., building codes, ordinances, electrical, equipment malfunctions, plumbing, structural integrity, vandalism, etc.).
 - Manages construction/renovation/demolition projects. Oversees compliance with environmental health and safety guidelines. Monitors contractors/vendors performance.

- Oversees the care of landscaped areas/athletic fields. Maintains grounds keeping equipment.
 - Monitors air quality. Oversees the asbestos management program. Attends training courses. Develops abatement programs as needed.
 - Updates snow emergency plans. Manages snow removal operations.
 - Coordinates preparation/clean-up activities for district events. Maintains building utilization records.
- Assists with non-school use of district facilities (e.g., rental, scheduling, set-up, etc.).

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- Anticipates health/safety inspections. Teaches staff how to operate fire/safety equipment.
- Investigates/prepares accident reports. Documents all injuries that require treatment.
- Plans/schedules building/grounds staff development/in-service training activities.
- Assists the central administrative office with the management of non-consumable asset records.
- Uses performance-based safety standards to evaluate the need to replace/upgrade equipment.
- Evaluates operational performance. Identifies short/long-range program needs/opportunities.
- Aligns annual budget/appropriation measure recommendations with district goals.
- Explores alternative funding and ways to strengthen/expand the use of community resources.
- Protects district property. Ensures that buildings and job sites are secured at the end of the day.

2. Exemplifies professionalism and fosters goodwill to enhance the district's public image.

- Cultivates relationships that promote a strong commitment of public support for the district.
- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Maintains an acceptable attendance record and is punctual.
- Respects privacy and maintains the confidentiality of privileged information.
- Strives to develop rapport and serve as a positive role model for others.
- Sustains an effective and positive work/learning environment. Completes all assigned duties.

3. Maintains open/effective communications. Serves as an information resource.

- Communicates district objectives/performance expectations to stakeholders.
- Directs/chairs departmental meetings, standing committees, conferences, special projects, etc.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences.
- Uses active listening and problem-solving techniques to resolve questions/concerns tactfully.
- Uses diplomacy/self-control when dealing with other individuals. Respects diversity.
- Works with staff to ensure that shared resources/facilities are used effectively.

4. Pursues opportunities to enhance professional performance.

- Keeps current with professional advances associated with work assignments.
- Maintains applicable credentials. Complies with all state licensure requirements.
- Updates skills as needed to use available task-appropriate technology effectively.
- Works toward mastery of individualized development/performance goals as directed.

5. Takes precautions to ensure safety. Initiates action to manage/eliminate risks.

- Helps update/implement the district's emergency preparedness/crisis response plan.
 - Maintains high expectations for appropriate conduct. Watches for situations that may indicate a problem.
- Follows district protocol and state law when inappropriate behavior is encountered.
- Responds to emergencies. Serves as a liaison to emergency services (e.g., police, fire, etc.).

6. Performs other specific job-related duties as directed.

- Assists with unexpected/urgent situations as needed.
- Implements workplace initiatives that advance district goals.

Working Conditions: Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, climbing, crouching, kneeling, reaching, or standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts and odors. Exposure to wet and/or slippery surfaces.

- Exposure to blood-borne pathogens and communicable diseases.
- Interacting with aggressive, disruptive and/or unruly individuals.
- Lifting, carrying and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle. Working in/near active vehicular traffic.
- Performing strenuous or repetitive manual tasks for extended periods of time.
- Traveling to meetings and work assignments.
- Working at various heights, in confined spaces and/or under variable lighting conditions.

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Performance Evaluation: Job performance is evaluated according to policy provisions and contractual agreements adopted by the Bellevue City School District

The Bellevue City School District is an equal opportunity employer. This job description identifies primary responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, program/curriculum changes and unforeseen events.

Revised: March, 2012