

## Building and Grounds Manager

<b>DEPARTMENT:</b>	Facilities	<b>REPORTS TO:</b>	Director of Building & Grounds
<b>WORK SCHEDULE:</b>	12 months	<b>COMPENSATION:</b>	<a href="#">Support Staff Salary Schedule</a>
<b>FULL/PART TIME:</b>	Full Time	<b>FLSA STATUS:</b>	Exempt

### Position Description

The Building and Grounds Manager supports the district by overseeing outdoor maintenance, warehouse operations, and automotive maintenance. Ensures the timely receiving, storing, sale and distribution of district supplies, materials, furniture, tools, and equipment for services. Supervise department staff and manage landscaping, athletic fields, and grounds to provide safe and well-maintained outdoor spaces for the Kirkwood School District.

Task Title	Essential Job Functions	Percent of Time Spent
Outdoor Maintenance & Grounds Management	<ul style="list-style-type: none"> <li>Communicate with district staff to discuss issues, schedule, and perform repair work, and to perform preventative maintenance</li> <li>Assess, design, and implement maintenance for district athletic fields including developing material and service budgets and contracts and coordinating work schedules and deadlines.</li> <li>Perform regular landscaping duties including mowing, field marking, layout, irrigation installation, and chemical application to ensure safe, playable, and innovative playing surfaces for the district.</li> <li>Monitor and improve the computerized maintenance management system.</li> <li>Establish and supervise maintenance improvement programs.</li> </ul>	30%
Project Planning and Implementation	<ul style="list-style-type: none"> <li>Assist in the design and planning of special projects related to outdoor facilities.</li> <li>Plan, research and design landscape beautification programs, playground, athletic field, pavement, and arbor projects.</li> <li>Coordinate landscape and irrigation plans with landscape architects, engineers, contractors, and PTO committees.</li> </ul>	30%
Asset Management and Budgets	<ul style="list-style-type: none"> <li>Manage district fleet vehicle program including the sale, research, and purchase of motorized vehicles and equipment.</li> <li>Manage landscape equipment, controllers, etc.</li> <li>Research, assess the costs and value, and purchase repair parts, supplies, and equipment to ensure the availability of parts to provide support for the warehouse, outdoor maintenance, and maintenance personnel.</li> <li>Develop and maintain budgets for outdoor maintenance and grounds, warehouse, and vehicle maintenance.</li> </ul>	20%

Task Title	Essential Job Functions	Percent of Time Spent
	<ul style="list-style-type: none"> <li>Coordinate district surplus items: photograph, advertise and sell surplus items to maintain and reduce inventory.</li> </ul>	
Warehouse Operations	<ul style="list-style-type: none"> <li>Ensure the unloading and storing of products and materials.</li> <li>Schedule the pickup and delivery of furniture, equipment, PPE, and other miscellaneous items to locations throughout the district,</li> <li>Sell district surplus inventory.</li> </ul>	10%
Staff Supervision	<ul style="list-style-type: none"> <li>Work with staff to understand and resolve warehouse and ground-related problems.</li> <li>Schedule, prioritize, assign, and inspect daily job assignments to the drivers/warehouse assistants, automotive mechanic, and outdoor maintenance crew to ensure adequate maintenance work is performed.</li> <li>Supervise driver, automotive mechanic, warehouse assistant and outdoor maintenance crew, perform employee training on a regular basis, and conduct yearly evaluations.</li> </ul>	10%
Other	<ul style="list-style-type: none"> <li>Other duties as assigned.</li> </ul>	

The intent of this job description is to provide a representative description of the types of duties and responsibilities required for this position. Employees may be asked to perform other job-related duties as assigned.

### Supervisory Responsibilities

- **Supervisory Responsibility:** Section of a department or group
- **Supervisory Activities:** Developing or training, Directing, Disciplining, Evaluating Performance, Hiring, Investigating, Orienting or Onboarding, Promoting, Scheduling, Terminating, Approving timecards or time off requests.
- **Budget Signing Authority:** When applicable
- **Decision-making Authority:** Decisions impact a functional area or department.

### Qualifications

#### Required

- **Education:** Two-year college or technical degree from an accredited
- **Licensure:** Driver's license required to travel between job sites, Pesticide Applicator License - Category 3
- **Certificates, Certifications, or Other Training:** Forklift, Heavy and light duty machinery training, plumbing, low voltage electrical, turf maintenance, etc.
- **Previous Work-Related Experience:** 4-6 years
- Five or more years of increasingly responsible equivalent or related experience, 4 years of supervisory knowledge
- Ability to move up to 100 pounds.

#### Preferred

- **Education:** Bachelor's degree in horticulture or a related field

- **Licensure:** Chauffeurs License and Pesticide Applicator License - Category 7a,
- Materials management experience or horticulture background desired.

## Knowledge & Skills

### Knowledge

- **Basic:**
  - Techniques and equipment for storage/handling techniques.
- **Intermediate:**
  - Accounting: Accounting principles, practices, and the analysis and reporting of financial data.
  - Computers/IT: Electronic equipment and computer hardware and software, including Microsoft Office Suite and maintenance management system.
  - Skilled Trades and Construction: Materials, methods, and the tools involved in the construction or repair of buildings or other structures.
  - Customer and Personal Service: Principles and processes for providing customer and personal services.
  - Education/Training: Principles and methods for curriculum and training design, teaching and instruction, and measuring training effects.
  - Health Services: Treating and preventing disease and improving and preserving physical and mental health and well-being.
  - Human Resources: Recruitment, selection, compensation and benefits, labor relations, and HR information systems.
  - Safety/Security: Equipment policies, and procedures for the protection of people, data, property, and the organization.
  - Law/Government: Local, state, and national laws and government regulations including KSD Board of Education policy
- **Advanced:**
  - Administrative: Administrative and office procedures, functions, and basic office tasks.
  - Management: Business/management principles involved in strategic planning, resource allocation, leadership, and coordination of people and resources.
  - Machines/Tools: Machines and tools, including their uses, repair, and maintenance.

### Skills

- **Constantly (More than 5.6 hours or 69% of the day):** Reading Comprehension, Speaking, Writing, Active Learning, Active Listening, Critical Thinking, Monitoring, Management of Financial Resources, Management of Material Resources, Time Management, Coordination, Service Orientation, Social Perceptiveness, Complex Problem Solving, Judgement/Decision-Making
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Mathematics, Science, Learning Strategies, Management of Personnel Resources, Instructing, Systems Analysis, Systems Evaluation, Equipment Selection, Quality Control Analysis, Repairing
- **Occasionally (Up to 2.5 hours or 32% of the day):** Negotiation, Persuasion, Equipment Maintenance, Installation, Operation and Control, Troubleshooting
- **Rarely (Less than 1 hour or 12% of the day):** Operation Monitoring, Operations Analysis, Technology Design

## Working Conditions

### Physical Demands

- **Constantly (more than 5.6 hours or 69% of the day):** Finger Dexterity, Multi-limb coordination, Repetitive Motion, Hearing, Color Vision
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Crawling, Crouching, Sitting, Standing, Walking, Balancing, Carrying/Lifting, Climbing, Reaching
- **Occasionally (Up to 2.5 hours or 32% of the day):** Pulling/Pushing
- **Rarely (Less than 1 hour or 12% of the day):**

### Mental and Psychological Demands:

- *High demands:* The job requires significant mental effort and involves high levels of stress (e.g., Frequent need to deal with difficult customers or manage emotions when interacting with others, often works under tight deadlines, exposure to public criticism, regularly requires extended periods of concentration on complex tasks).

### Work Type/Physical Demands

- *Very heavy work:* Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

### Working Environment

- *High risk and discomfort level:* The work environment involves high risks with exposure to potentially dangerous situations or hazardous environmental conditions that require special safety precautions, e.g., working at great heights, working in extreme temperatures, exposure to fumes or toxic substances, or risk of a possible physical attack. Employees may be required to wear specialized protective clothing or gear, such as breathing apparatus or a safety harness.

## EEO Statement

Kirkwood School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, age, disability, or sex, including pregnancy, sexual orientation, and gender identity and other characteristics protected by law.

Last Updated: 2024-03-04