

## Director of Buildings and Grounds

<b>DEPARTMENT:</b>	Buildings and Grounds	<b>REPORTS TO:</b>	Chief Financial Officer
<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 Director of Buildings and Grounds supports the District by ensuring a safe and appropriate learning environment for students, staff, and the community. This position works to effectively manage the District's facilities and properties, oversee maintenance, operation, and construction of buildings, and supervise and evaluate staff.

Task Title	Essential Job Functions	Percent of Time Spent
District Leadership	<ul style="list-style-type: none"> <li>Support the mission and vision of the school district by ensuring a conducive physical learning and work environment for students, staff and community.</li> <li>Participate as a member of the Superintendent's counsel to stay up to date on developments of the District and to disseminate the appropriate information to the facilities department.</li> <li>Ensure compliance with all safety issues, code requirements, ADA compliance issues, and MSIP safety requirements.</li> <li>Attend district administrator meetings, Architect &amp; Engineer meetings, and Principal visits/building visits etc.</li> </ul>	25%
Maintenance & Grounds	<ul style="list-style-type: none"> <li>Develop job and bid specifications including perform site measurements and reviewing blueprints to determine the overall job scope.</li> <li>Develop CAD drawings to ensure appropriate job specifications are documented for construction projects.</li> <li>Schedule building and site inspections. Plan and implement preventative maintenance programs.</li> <li>Meet with vendors, engineers, and outside agencies to establish relationships, review current processes, and evaluate new products and techniques.</li> <li>Instruct contractors on District guidelines, schedules, polices, etc.</li> <li>Create quality control standards for the Department.</li> <li>Inspect and evaluate completed projects to ensure projects comply with Federal, State, and local building and site code regulations.</li> <li>Plan and direct the upkeep of grounds, including mowing and snow removal.</li> </ul>	25%
Staff Supervision	<ul style="list-style-type: none"> <li>Supervise warehouse/grounds, day-service, and night-service managers and director of custodial services.</li> </ul>	25%

	<ul style="list-style-type: none"> <li>• Distribute daily assignments; monitor and evaluate work programs and work logs.</li> <li>• Develop a quality maintenance and custodial staff through coaching techniques, training programs and constructive performance feedback to ensure quality workmanship is achieved and maintained in the maintenance program.</li> </ul>	
Budgets & Recordkeeping	<ul style="list-style-type: none"> <li>• Estimate project budget requirements to maintain and coordinate five-year maintenance program for the Kirkwood School District.</li> <li>• Develop annual budget for facilities, maintenance, and grounds projects, and oversee in-house projects.</li> <li>• Direct participation in all systems related to record keeping, filing systems, and payroll.</li> </ul>	20%
Customer Service	<ul style="list-style-type: none"> <li>• Respond to emergency calls, daily and after hours.</li> <li>• Plan and direct after-hour and emergency repairs</li> </ul>	5%
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 this position. Employees may be asked to perform other job-related duties as assigned.

### Supervisory Responsibilities

- **Supervisory Responsibility:** Multiple departments
- **Supervisory Activities:** Budgeting, Developing or coaching, Directing, Disciplining, Evaluating Performance, Hiring, Investigating, Orienting or Onboarding, Promoting, Scheduling, Terminating, Training, Approving timecards or time off requests.
- **Budget Signing Authority:** Budgeted amount is limited to the funds allocated to the department.
- **Decision-making Authority:** Decisions impact the entire district

### Qualifications

#### Required

- **Education and Related Work Experience:** The following combinations meet the minimum requirements:
  - Bachelor's degree in engineering, architecture, facility management or related field from an accredited institution and 4 or more years of experience in a skilled trade or related field with increasing levels of responsibility.
  - Two years of college/associate degree and 6 or more years of experience in a skilled trade or related field with increasing levels of responsibility.
  - High school diploma/GED and 8 or more years of experience in a skilled trade or related field with increasing levels of responsibility.
- **Licensure:** Driver's license required to travel between job sites.
- **Certificates, Certifications, or Other Training:** Missouri School Plant Managers certification, Asbestos and Lead training, OSHA training
- Reliable transportation required to travel between job sites.

## Preferred

- Building Maintenance Certification and National Electric Code (NEC) Certification preferred.
- Two or more years of supervisory experience.

## Knowledge & Skills

### Knowledge

- **Basic:**
- **Intermediate:**
  - Accounting: Accounting principles, practices, and the analysis and reporting of financial data.
  - Administrative: Administrative and office procedures, functions, and basic office tasks.
  - Computers/IT: Electronic equipment, and computer hardware and software, including applications and programming.
  - Human Resources: Recruitment, selection, compensation and benefits, labor relations, and HR information systems.
- **Advanced:**
  - Management: Business/management principles involved in strategic planning, resource allocation, leadership and coordination of people and resources.
  - Custodial/Grounds/Maintenance
  - Skilled Trades and Construction: Materials, methods, and the tools involved in the construction or repair of buildings or other structures.
  - 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 building codes and KSD Board of Education policy.
- **Expert:**
  - Customer and Person Service: Principles and processes for providing customer and personal services.

### Skills

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

## Working Conditions

### Physical Demands

- **Constantly (more than 5.6 hours or 69% of the day):** Finger Dexterity, Hearing

- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Sitting, Walking, Repetitive Motion, Color Vision
- **Occasionally (Up to 2.5 hours or 32% of the day):** Crouching/Kneeling, Balancing, Climbing, Multi-limb Coordination
- **Rarely (Less than 1 hour or 12% of the day):** Carrying/Lifting,

**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**

- *Medium work:* Exerting 20-50 pounds of force occasionally, and/or 10-25 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

**Working Environment**

- *Everyday risk and discomfort level:* The environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, residences, or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals. The work area is adequately lighted, heated, and ventilated.

**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: May 12, 2024