

Supervisor of Building and Grounds

Duties and Authority

The Supervisor of Building and Grounds is responsible for developing and overseeing standards of care for all District facilities, grounds and related equipment. The Supervisor of Building and Grounds develops and insures CMG staffing and training is adequate. The Supervisor of Building and Grounds develops and insures facility systems are current and functioning.

Administrative Relationship

The Supervisor of Building and Grounds is employed by the Board of Education and reports to the building Principal.

Qualifications

The Supervisor of Building and Grounds must have academic and experiential qualifications with facility maintenance in the areas of HVAC, electrical systems, piping systems; custodial services and athletic/physical education/grounds facilities; an understanding of computer-based facility operating systems such as building automation controls, preventive maintenance and automated work orders, and an understanding of short and long range planning. Bachelor's degree in Facility Maintenance Management or equivalent education preferred. Minimum of at least three (3) years of experience in maintenance management preferred.

Evaluation

The Principal, or designee, shall annually evaluate the Supervisor of Building and Grounds, with input from the Director of Physical Plant and Operations, and make employment and salary recommendations to the Superintendent.

Compensation and Benefits

The Board of Education and the Supervisor of Building and Grounds shall enter into an employment agreement that conforms to Board Policy and State law. The Board will consider the Superintendent's recommendations when setting compensation for Supervisor of Building and Grounds. These recommendations will be presented to the Board no later than the June Board meeting.

Terms of Employment

The work year for the Supervisor of Building and Grounds shall be the same as the District's fiscal year, July 1 through June 30. In addition to legal holidays, the Supervisor of Building and Grounds shall have vacation periods as approved by the Superintendent.

Adopted: 02/27/17

Reviewed: 03/05/21; 9/14/22