AP 7001-A

Role Description
Director of Buildings and Grounds

Corrected 2/88

TITLE: Director of Buildings and Grounds

REPORTS TO:

Assistant Superintendent for Business

SUPERVISES:

1. Assistant Director of Buildings and Grounds.
2. Maintenance and custodial staff.

JOB GOAL:

To maintain the physical school plant in a condition of operating excellence so that full educational use of it may be made at all times.

PERFORMANCE RESPONSIBILITIES:

1. Examines school buildings on a regular basis for needed repairs and maintenance.
2. Establishes and recommends priorities on repair projects.
3. Develops estimated cost of repair projects in terms of labor, material, and overhead.
4. Assigns crews of craftspeople for maintenance and custodians for building cleaning. Lays out and inspects work, and directs crew members.
5. Develops a system for dealing with emergency repair problems with efficiency.
6. Prepares all necessary reports on custodial and maintenance work in a timely manner.
7. Orders materials as needed, and makes recommendations of supplies and equipment for purchase.
8. Assigns work orders.
9. Consults with building principals regarding the establishment of regular preventive maintenance and cleaning programs.
10. Maintains such personnel and other records as are required.
11. Recommends for hiring, and trains all craftspeople and custodians necessary to the program.
12. Advises on the hiring of contractors to perform certain maintenance or repair services.
13. Establishes and maintains routines for building security during all unused hours.
14. Administers rules and procedures for issuing and custody of keys.
15. Oversees the scheduling and use of all the District's physical facilities.
16. Supervises and evaluates both the maintenance and custodial staff.
17. Develops an annual budget for the operation of this department.
18. Supervises the maintenance of all athletic fields and District grounds.

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19. Assists the administration in application of the master contract for support staff.
20. Supervises the maintenance of all District owned vehicles.

TERMS OF EMPLOYMENT:

Twelve-month year

EVALUATION:

Performance of these responsibilities will be evaluated annually in accordance with the approved administrative procedure for staff evaluation.