



MONONA GROVE

SCHOOL DISTRICT

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www.mononagrove.org

Position Description

Position Title:	Director of Buildings and Grounds
Department / Location:	District Office
Reports to:	Deputy Superintendent
Employees Supervised:	Maintenance, Delivery, Grounds and Custodial Personnel
Classification:	Exempt
Status:	12-month
Created / Revised:	September 11, 2026
Board Approved:	N/A

Position Summary

Under the direction of the Deputy Superintendent, the Director of Buildings and Grounds is responsible for overseeing all aspects of buildings and grounds management and safety within the district. This position requires a highly organized, detail-oriented individual with strong managerial and problem-solving skills. The Director of Buildings and Grounds plays a critical role in ensuring the safety, functionality, and compliance of all school facilities, as well as promoting a secure and conducive environment for students, staff, and visitors.

Essential Functions and Responsibilities

This position description is not intended to be an exhaustive list of all duties, knowledge or skills associated with this position, but is intended to accurately reflect the essential job elements. Any combination of the job functions shown below may be performed.

Essential Functions

1. Buildings and Grounds Management:
 - a. Develop and implement a comprehensive buildings and grounds management plan, including maintenance, repairs, renovations, and upgrades.
 - b. Ensure all buildings and grounds are well-maintained, clean, and in compliance with safety regulations and building codes.
 - c. Coordinate and oversee the work of maintenance, grounds, custodial staff and contractors to ensure efficient and effective facilities operations.

- d. Conduct regular inspections to identify and address maintenance issues promptly.
 - e. Manage the budget for the buildings and ground department, including forecasting and cost control measures.
 - f. Evaluate and recommend the use of new technologies and systems to improve facilities management processes.
 - g. Assist the Safety & Security Coordinator with implementation of the district's safety program as it relates to district buildings, sites and other support as needed.
 - h. Coordinate with all relevant District staff the use of facilities by district and community groups. This includes but not limited to the scheduling of staff for preparation, monitoring and clean up of all events.
 - i. Maintain schedules for and recommended implementation of preventative maintenance programs.
 - j. Act as the district's Asbestos Coordinator.
2. Compliance and Documentation:
- a. Ensure compliance with all local, state, and federal regulations related to facilities.
 - b. Maintain accurate records of all facilities maintenance activities, safety inspections, and incident reports.
 - c. Prepare reports and present findings to the school board, administrators, and other stakeholders as required.
 - d. Coordinate with appropriate agencies for inspections, permits, and licenses related to facilities and safety.
 - e. Monitor and analyze data to identify trends, areas for improvement, and cost-saving opportunities.
3. Team Management:
- a. Recruit, train, supervise, and evaluate facilities staff, including maintenance technicians, custodial teams, and grounds personnel.
 - b. Foster a positive and inclusive work environment, promoting teamwork, professional development, and employee engagement.
 - c. Provide guidance and support to staff, promoting their professional growth and ensuring high-quality performance.
 - d. Delegate tasks and responsibilities effectively, ensuring efficient workflow and achievement of department goals.

Knowledge, Skills and Abilities

1. Minimum of 5 years of experience in facilities management, or a related field, with at least 3 years in a leadership or managerial role.
2. Strong knowledge of facilities management practices, building codes, safety regulations, and emergency preparedness.
3. Excellent organizational, problem-solving, and decision-making skills.
4. Demonstrated ability to manage budgets, prioritize projects, and meet deadlines.
5. Strong communication and interpersonal skills, with the ability to collaborate effectively with stakeholders at all levels.

6. Knowledge of relevant software and systems for facilities management, safety planning, and reporting.

Working Conditions

1. Indoor office environment.
2. Continuous contact with staff.
3. Work involves frequent disruptions of daily schedule.

Physical Requirements

1. Must be able to sit or stand for prolonged periods, up to 6 hours in an eight hour day.
2. Must be able to perform light physical work, frequently lifting up to 10 pounds and occasionally lifting up to 30 pounds without assistance in an indoor setting.
3. Must be able to communicate effectively on the telephone and in person to provide information and assistance.
4. Must be able to move throughout the building and from building to building.
5. Must be able to reach in all directions and bend/stoop to store and retrieve files, use telephone, calculator, computer and other office equipment.
6. Must have dexterity and hand/eye coordination necessary to operate computer keyboard, hand tools, test equipment and other office equipment such as fax machines, printers, etc.
7. Must have the ability to participate in numerous conversations throughout the day, both in person and over the telephone.
8. Must be able to complete job duties in an environment where background noise and frequent interruptions are the norm.
9. Must have the ability to maintain concentration and focus on tasks requiring timeliness and attention to detail.

Education and Experience

1. Bachelor's degree in facilities management, construction management, engineering, or a related field (Master's degree preferred). Equivalent experience to a Bachelor's degree may be considered.

Licenses and Certifications

1. Certifications in facilities management, or related fields are desirable (e.g., Certified Facility Manager, WASBO Facilities Certification).
2. Must have a valid Wisconsin Motor Vehicle License.
3. Certification any of the following areas is preferred:
 - Electrical
 - Plumbing
 - HVAC
 - Pool Operations
 - Spraying of Pesticides

EEO Statement

The MGSD does not discriminate on the basis of age, race, sex or sexual orientation, marital status, handicap, national origin, creed, arrest or conviction record, ancestry, member of military reserve, or any other reason prohibited by state or federal law.

Acknowledgement

By signing this job description, I acknowledge that I have read and understand the duties,

qualifications and requirements of the position. My signature further attests that I am able to perform the essential functions of this position with or without a reasonable accommodation. I understand that this job description does not represent a contract of employment and that the Monona Grove School District reserves the right to change duties, responsibilities or activities with or without notice.

Employee Signature

Date Signed

Disclaimer: This position description is subject to change at any time.