



FACILITIES & OPERATIONS

Director of Buildings and Grounds

Leading safe, clean, reliable, and well-planned facilities for learning and community use.

This full-time, 12-month administrative leadership position directs the maintenance, cleaning, safety, security, and long-term stewardship of district buildings, grounds, equipment, and furnishings. The Director leads department personnel, preventive maintenance, regulatory compliance, energy management, facility use, capital planning, and emergency response so facilities remain safe, efficient, and ready for education and community programs.

Position at a Glance

EMPLOYMENT

Full-time | 12-month | Administrative

DEPARTMENT

Buildings & Grounds

WRITTEN AND REVISED

September 2026

REPORTS TO

Superintendent

SUPERVISES

Buildings and grounds personnel

JOB EVALUATION DATE

TBD

Role Focus

30%		PEOPLE & DEPARTMENT LEADERSHIP Staffing, training, supervision, and performance
25%		FACILITIES & MAINTENANCE Systems, work orders, repairs, and reliability
15%		SAFETY & COMPLIANCE Health, security, records, and preparedness
10%		GROUND & OPERATIONS Seasonal services, fleet, and facility use
10%		BUDGET & ENERGY Purchasing, contracts, utilities, and efficiency
10%		CAPITAL & DISTRICT PLANNING Long-range priorities, projects, and support

Qualification Snapshot

EDUCATION

Bachelor's degree or equivalent relevant education and experience in facilities, building systems, trades, or a related field

EXPERIENCE

Successful facilities-management and supervisory experience preferred

KNOWLEDGE

Building systems, preventive maintenance, custodial operations, safety, budgets, energy controls, and capital projects

Core Capabilities

- Current boiler/engineer license and valid Minnesota driver's license required; Facilities Director Certification preferred.
- Training and experience in electrical, plumbing, carpentry, HVAC, and pneumatic and digital controls.
- Ability to lead and evaluate staff fairly and interpret policies, labor agreements, codes, contracts, and regulations.
- Strong human relations, communication, organization, problem-solving, and conflict-resolution skills.
- Ability to manage budgets, purchasing, contracts, data, energy use, and operational priorities.
- Ability to coordinate capital projects and exercise sound emergency and after-hours judgment.

01 People & Department Leadership

30%

Staffing, assignments, training, performance, and employee relations

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Establishes department staffing, schedules, assignments, procedures, service standards, and performance expectations.
- Coordinates employee selection and recommends hiring, lead assignments, promotions, and reassignments under district policy and labor agreements.
- Trains staff in custodial and maintenance procedures, equipment, chemicals, protective equipment, and emergency response; evaluates performance.
- Supervises employees fairly, resolves routine concerns, maintains coverage, and communicates department priorities.

02 Facilities & Preventive Maintenance

25%

Building systems, inspections, work orders, repairs, and emergency response

- Directs daily inspection, operation, cleaning, maintenance, and repair of district buildings, systems, furnishings, and equipment.
- Maintains preventive-maintenance schedules, work-order priorities, equipment histories, warranties, and quality-control systems.
- Assigns staff or contractors for HVAC, boiler, electrical, plumbing, carpentry, controls, and other building-system work.
- Coordinates planned and emergency repairs and after-hours response to protect people, property, and continuity of operations.

03 Safety, Security & Compliance

15%

Health and safety programs, regulatory compliance, records, and preparedness

- Administers health, safety, and environmental programs and compliance with EPA, OSHA, AHERA, fire, building, and accessibility requirements.
- Coordinates required inspections, tests, permits, reports, records, corrective actions, and regulatory follow-up.
- Oversees access and security systems and supports emergency plans, drills, incident response, and operational continuity.
- Manages hazardous materials, safety data sheets, chemical storage and disposal, protective equipment, and exposure response.

04 Grounds & Operational Support

10%

Outdoor facilities, seasonal services, fleet, events, and community use

- Directs grounds, outdoor facilities, snow and ice control, landscaping, athletic surfaces, and seasonal maintenance.
- Coordinates facility access, setups, custodial coverage, equipment, and restoration for district and community users.
- Oversees facilities vehicles and equipment, including service schedules, inspections, inventories, and safe operation.
- Maintains readiness during severe weather, school breaks, summer projects, special events, and emergencies.

05 Budget, Purchasing & Energy

10%

Budgets, contracts, inventories, utilities, controls, and efficiency

- Develops, recommends, and monitors the department budget, staffing, overtime, supplies, equipment, contracts, and replacements.
- Oversees purchasing, inventories, maintenance contracts, quotes, bids, and vendor performance.
- Monitors utilities, energy use, building automation, and controls and recommends efficiency and reliability improvements.

06 Capital Planning & District Leadership

10%

Facility priorities, projects, administrative leadership, and communication

- Maintains facility-condition data and long-range maintenance, capital improvement, and equipment-replacement priorities.
- Coordinates remodeling, repair, and capital projects and monitors scope, schedule, budget, safety, and quality.
- Serves on the superintendent's administrative team and supports district initiatives, committees, and professional development.
- Advises the Superintendent and School Board on facility risks, priorities, projects, and resources and communicates during emergencies.

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Professional Context

Decision-making, working conditions, physical effort, and mental effort

Decision-Making, Freedom to Act, and Major Challenges

The Director of Buildings and Grounds uses professional judgment, technical knowledge, experience, district policy, labor agreements, fire and building codes, contracts, budget parameters, and state and federal requirements when making decisions, solving problems, and resolving conflicts. The Director may take immediate action within delegated authority to protect people, property, and continuity of operations. Material exceptions, policy questions, major unbudgeted commitments, and decisions beyond delegated authority are referred to the Superintendent.

Working Conditions

Work is performed throughout district buildings and grounds, including offices, mechanical rooms, rooftops, confined spaces, shops, storage areas, and outdoor facilities. The position may encounter extreme temperatures, dirt, dust, chemicals, high humidity, wet or noisy conditions, heights, moving equipment, and cleanup of bodily fluids. The Director travels between district sites and is on call for off-hours programming, severe weather, alarms, and emergency situations.

Physical Effort

The position requires frequent movement throughout facilities and grounds, with occasional climbing, work at heights or in confined spaces, pushing and pulling, and lifting or moving objects weighing up to 50 pounds. The employee must be able to inspect equipment and work areas and safely use required protective equipment.

Mental Effort

The position requires analysis of technical and operational information, visualization of solutions, sound emergency judgment, and resolution of interpersonal conflicts. The Director must organize work for self and others, manage simultaneous priorities and interruptions, respond calmly under time pressure, and remain flexible and service-oriented when conditions change.

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Accountability & Expected Outcomes

Position accountability and annual performance expectations

A performance evaluation will be conducted annually by the Superintendent.

Supervision of Others

The position supervises all buildings and grounds personnel, including assigned custodial, maintenance, grounds, seasonal, and department-support employees. The Director establishes work expectations, schedules and assigns work, provides training and feedback, evaluates performance, and recommends personnel actions in accordance with district policy and applicable labor agreements.

Machines, Tools, Equipment, Electronic Devices, and Software

- Operates computers, office equipment, work-order and recordkeeping systems, building automation and energy-management systems, security and communication systems, testing instruments, hand and shop tools, cleaning equipment, forklifts, personnel lifts, trucks, snowplows, tractors, loaders, mowers, and other facilities and grounds equipment for which properly trained or licensed.

Job Outcomes

- Maintains safe, clean, comfortable, secure, accessible, and attractive facilities for education and community use.
- Ensures daily building, grounds, custodial, and plant operations are reliable, efficient, and responsive.
- Identifies and corrects maintenance risks early through effective inspections, preventive maintenance, and work-order systems.
- Leads department employees consistently, fairly, and effectively in accordance with district policy, labor agreements, and law.
- Maintains required health, safety, environmental, inspection, and facility records and completes corrective actions promptly.
- Administers budgets, purchasing, inventories, contracts, staffing, overtime, and energy use within approved guidelines.
- Coordinates capital projects and equipment renewal to improve safety, efficiency, reliability, and long-term value.
- Provides timely operational information, recommendations, and emergency communication to district leadership.
- Projects a positive, cooperative, respectful, and service-oriented attitude with students, families, staff, contractors, and community members.

Position Description Statement

This description summarizes the general nature of the work expected of an individual assigned to this position. Employees may be required to perform other job-related duties requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.