

DIRECTOR OF BUILDING AND GROUNDS

500.39

REPORTS TO:

District Administrator

SUPERVISES:

Part-time and Summer Custodians, Cleaners

GENERAL SUMMARY OF POSITION:

To be responsible for all custodial and maintenance work in the school plant and on the grounds. This includes: equipment and furniture, playground equipment, mechanical systems, etc. To assist in supervising other custodians and cleaners of the school.

QUALIFICATIONS:

1. Knowledge and Abilities
 - a. Considerable prior knowledge of custodial, maintenance, and repair of plant and related systems.
 - b. Considerable knowledge of the materials, equipment, and methods commonly employed in general cleaning and maintenance work.
 - c. Considerable knowledge of building codes and safety precautions used in plant operations and maintenance.
 - d. Knowledge of the operation and care of, including but not limited to: vacuum cleaners, scrubbing machines, lifts, floor extractors, tractors and snow blowers.
 - e. Ability to make minor repairs on mechanical equipment and analyze and diagnose trouble and malfunctions on the more complex and sophisticated mechanical equipment.
 - f. Knowledge of various computer operations (i.e. HVAC System).
 - g. Able to lift up to 50 pounds.
 - h. Able to ascend and descend ladders to heights of up to 30 feet.
2. Training and Experience
 - a. Graduation from high school and/or technical school.
 - b. Experience in performing custodial duties.
 - c. Experience in the operation of mechanical equipment and systems.

JOB RESPONSIBILITIES:

1. Custodial and Maintenance Responsibilities
 - a. Trains and instructs part-time summer custodians and part-time cleaners in proper custodial and maintenance operations and the proper use of equipment.
 - b. Reads and becomes familiar with contracts for service of major equipment.
 - c. Performs minor repairs on equipment; arranges and supervises major repairs; keeps maintenance files on all equipment.
 - d. Ensures proper functioning and repair of all mechanical equipment including emergency, electrical, heating, plumbing, etc.
 - e. Supervises grounds keeping and maintenance, including but not limited to: lawn mowing, snowplowing, salting.
 - f. Supervises and completes major custodial and maintenance projects (painting, carpentry, floor care, etc.) cleaning of bathrooms daily, etc.

- g. Responds to requests from the administrator and teachers for specific tasks to be completed via custodial request forms.
- h. Takes initiative in reporting and solving maintenance problems before they become emergencies.
- i. Makes physical arrangements for dinners, programs, and meetings for school functions.
- j. Strives for quality workmanship in performance of outside contractors, other custodians, and self.
- k. Responsible for compliance and adherence to code requirements, including but not limited to: state and local fire codes, DNR, DIHLR, LEA guidelines and requirements.
- l. Responsible for the inventory of all machinery, chemicals and supplies.
- m. Responsible for air quality and HVAC system/
- n. Responsible for water testing and record keeping.
- o. Assists in the set-up and maintenance of the sound system.
- p. Assists with facility security.

BUDGET RESPONSIBILITIES:

1. Prepares budget in spring for following school year with emphasis upon careful planning based on school needs (large projects, routine maintenance and custodial work, etc.).
2. Plans purchases during school year that match allocated amounts for specific categories.
3. Requisitions custodial supplies and equipment; maintains control on the use of supplies and equipment.
4. Responsible for solicitation of competitive bids for outside contractors.
5. Responsible for the purchase of machinery, chemicals and supplies needed to operate the school district.

RESPONSIBILITIES IN WORKING WITH PEOPLE

1. Exhibits cooperation in working with the administrator, teachers, parents, and other adults.
2. Shows care and concern for all persons in the school, including students.
3. Communicates effectively with persons outside the school, including maintenance and contracted personnel.
4. Keeps the administrator informed of status of equipment problems including emergency, electrical, heating, plumbing, etc. Meets with administrator upon request to review projects and specific concerns.
5. Completes tasks and projects promptly but never at the expense of quality work.

OTHER:

Performs other duties as may be assigned.

TERMS OF EMPLOYMENT:

As per contract.

Adopted by the School Board on May 22, 2007