

## Section 400 - Personnel

### Employees Job Descriptions

#### Director of Building and Grounds

File: 405.13 – R1

The Director of Building and Grounds is to assist the Superintendent, Principals, and Activity Director with the management of all school district buildings and grounds, with the supervision of all maintenance and custodial personnel, and to see that the buildings and grounds provide a safe, clean, healthy, and attractive environment for all occupants. The Director of Building and Grounds will be assigned, supervised, and evaluated by the Superintendent.

#### **Performance Responsibilities:**

1. Assists with the recruitment, interviewing, and hiring of maintenance and custodial staff.
2. Recommends and implements building assignments and work schedules for all maintenance and custodial staff.
3. Evaluates the performance of all maintenance and custodial staff and recommends termination when appropriate.
4. Develops, recommends, and implements buildings and grounds preventative maintenance and improvement plans for all major building equipment systems.
5. Provides input regarding all buildings and grounds capital planning projects.
6. Assists with annual budgets for all maintenance and custodial needs as related to buildings and grounds; including a planned program for equipment replacement.
7. Maintains records in all areas related to buildings and grounds supervision and management and provides information and records related to these areas when requested.
8. Schedules custodians for coverage of facilities and grounds for non-school time activities, events, and programs and oversees the preparation of school building facilities and grounds for designated non-school time activities, events, and programs.
9. Supervises the inspection and monitoring of all safety and security systems (e.g., fire alarms, smoke/heat detectors, sprinkler systems, security alarms, fire extinguishers, emergency security lights, and equipment alarms.)
10. Supervises the inspection and monitoring of all buildings and grounds equipment and systems that relate to the environmental functioning of the buildings and grounds (e.g., generators, lighting systems, water systems, septic/sewerage systems, heating and cooling systems, plumbing systems, and communications equipment.)
11. Schedules and supervises buildings and grounds inspections by representatives of agencies responsible for such inspections and reports problems to the Superintendent.
12. Schedules and supervises, in conjunction with custodians, the City of O'Neill, and/or contractors: grass cutting, tree & shrub trimming, lawn watering systems, snow removal, and grounds work .
13. Assists the Superintendent with all bidding and contract negotiations for custodial and maintenance services, equipment, supplies, etc.
14. Works with the Superintendent and Principals to coordinate key control management and safeguards for all school facilities.

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15. Sees that services such as rubbish removal, pest control management, air quality testing, water quality testing, etc., are provided to the school district according to need or requirements.
16. Works with the Superintendent to keep records regarding overtime and recommends cost-effective approaches to keep overtime at a minimum. Only schedules overtime when absolutely necessary and appropriate.
17. Oversees the scheduling of non-school time building checks (e.g., weekends, holidays).
18. Prioritizes, recommends, and schedules all maintenance projects for the school district.
19. Develops and monitors a daily/weekly/monthly check-off list of custodial cleaning assignments to be used in every custodian's job assignment. Also develops and monitors a feedback system from Principals regarding the safety and cleanliness of all buildings.
20. Inspects each building and adjacent grounds once per month with the Lead Custodian, and once per quarter with the building principal and once per semester with the Superintendent.
21. Performs direct maintenance services when appropriate and needed.
22. Assists with identifying, writing, submitting, and implementing grants related to building and grounds responsibilities.
23. Provides appropriate training programs for all maintenance and custodial staff.
24. Performs unannounced building checks, at various times, to insure the proper performance of staff.
25. Responds to buildings and grounds emergencies as necessary or to see that backup staff has been assigned to cover for emergencies.
26. Insures that regular safety checks on all school playground and sports equipment are completed and reported to the appropriate Principal's attention any safety concerns that need immediate attention. Also, sees that immediate and appropriate remediation of such safety concerns is implemented.
27. Keeps the school administration informed regarding all federal and state statutes, regulations, and requirements associated with his/her responsibilities and disseminates such information to appropriated individuals.
28. Schedules regular meetings with all lead custodians to coordinate assignments, review upcoming events, and monitor timeliness of completing projects, etc.
29. Maintaining confidentiality of sensitive information related to staff, students, and parents;
30. Maintaining a cordial and cooperative working relationship with all personnel, students, patrons, and vendors.
31. Performs other duties, tasks, and responsibilities as assigned by the Superintendent.