

TITLE: Buildings and Grounds Director

QUALIFICATIONS:

1. Bachelor's Degree of Engineering or its equivalent.
2. Minimum of five years experience in plant engineering or as a director of buildings and grounds.
3. Holds Michigan State Fireman's License of at least black seal grade.
4. Holds Michigan licensing as certified pesticide applicator.

REPORTS TO: The Superintendent

SUPERVISES:

- Maintenance staff
- Grounds staff
- Custodial staff

JOB GOAL: To plan and supervise the construction, care and maintenance of all school buildings, grounds and equipment.

PERFORMANCE RESPONSIBILITIES:

1. Supervises the work of all maintenance and grounds personnel.
2. Supervises the work of all custodial personnel in cooperation with building principals.
3. Plans and schedules all maintenance and grounds work.
4. Prepares written specifications for bidding contracted work.
5. Inspects all contracted work and purchased equipment and, if satisfactory, approves for payment.
6. Orders and evaluates all materials used for maintenance, grounds, and custodial work.
7. Maintains current files and records of building plans and specifications.
8. Establishes and maintains a program of preventative maintenance.
9. Participates in the planning for construction or renovation of school facilities.
10. Reviews construction plans and makes recommendations of a structural mechanical, maintenance and operational nature.
11. Serves as clerk of the works and provides coordination between and among the architect, contractors and the school administration.
12. Prepares progress reports on construction, renovation, maintenance and custodial work.
13. Supervises the use, testing and selection of custodial supplies and equipment.
14. Makes studies and prepares cost estimates for all maintenance and operation budget areas.
15. Supervises the operation of the district's telephone and communication systems.
16. Provides pick-up, cartage, and delivery services within and without the school district.
17. Recommends and supervises approved systems and procedures for the protection and preservation of the school district's property and equipment.
18. Supervises the rental and public use of all school properties.
19. Assumes such other related duties as may be assigned.

TERMS OF EMPLOYMENT: 12 Months

EVALUATION: According to Board Policy