

**ST. JAMES R-I SCHOOL DISTRICT
CLASSIFIED POSITION DESCRIPTION**

Title: Building and Grounds Director

Updated: 12/02/16

F.L.S.A. Exempt Executive

Qualifications:

1. Additional preparation and/or college work related to maintenance and facility management preferred
2. Experience and training in maintenance, construction, and custodial functions
3. Good organization, communication, and interpersonal skills
4. Maintain positive relationships and a professional appearance
5. Must possess a valid driver's license

Reports To: Superintendent

Supervises: All maintenance, custodial leads, and custodians

Job Goal:

The Building and Grounds Director is accountable for the administration of the fiscal budget; custodial and maintenance supplies, and equipment procurement; supervision of maintenance and custodial personnel; and establishing and administering schedules and procedures for the regular, ongoing care of all school facilities of the district.

Performance Objectives:

1. Recruit, screen, recommend for hiring, assign, and supervise all maintenance and custodial staff with adequate documentation
2. Discipline and reward staff, as needed
3. Approve and monitor time and leave for all maintenance and custodial staff
4. Select supplies and equipment to be used, and maintain appropriate inventory for district-wide use
5. Assist lead custodians with performance evaluations
6. Serve as mentor, resource and role model for all maintenance and custodial staff, coach employees as needed for skill improvement and development
7. Read and communicate to district staff using email on a regular basis
8. Ability to read and interpret blueprints and construction specifications
9. Secure outside craftsmen (plumbers, electricians, etc.) for maintenance tasks which can not be accomplished by the regular staff
10. Serve as Safety Director for the district
11. Be responsible for compliance issues (asbestos, lead in drinking water, etc.)
12. Be responsible for compliance with the Americans with Disabilities Act
13. Strive constantly to promote the safety, health, and comfort of the students and employees
14. Establish and supervise summer maintenance and cleaning schedules; ensuring all buildings are similarly prepared and ready to open on the first day
15. Inspect each building quarterly, and more often if necessary; and confer with principals and superintendents regarding custodial work

16. Assist in preparation of work order requests for building repairs and maintenance using an organized and communicated district process
17. Must be able to go up and down stairs frequently as well as regular bending and standing as needed in a daily shift
18. Assist in lawn care as needed, including mowing, weedeating, and leaf removal when appropriate
19. Assist in snow removal as needed, including shoveling snow from steps and sidewalks and applying ice melt when appropriate
20. Pursue and attend professional development opportunities
21. Arrange for in-service activities for all maintenance and custodial staff
22. Work with city officials, fire department, police department and other officials to assure all school property is safe and meets any and all appropriate codes
23. Work with committees to help plan for the future facility needs of the district
24. Comply with federal and state regulatory requirements such as prevailing wage
25. Maintain appropriate and effective communication with superintendent
26. Perform other duties as assigned by the superintendent

Terms of Employment:

Employment is on an annual basis. This is an at-will position. The superintendent makes employment recommendations in April of each year for the next fiscal year. The final decision is made by the Board of Education. Salary is based on the Classified Salary Schedule adopted annually by the Board of Education.

Evaluation:

Performance of this position will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Support Staff (P 4620).