



JOB DESCRIPTION

I Title: Supervisor of Buildings & Grounds

II Qualifications:

- A. Educational Facilities Manager Certificate and Fireman's Black Seal License
- B. Minimum experience as determined by the board
- C. Ability to supervise and coordinate the activities of department staff
- D. Demonstrated knowledge of architecture, school construction, engineering, plant operation, maintenance and management, and school safety
- E. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

III Primary Function: To supervise all custodial, maintenance, and groundskeeping staff and to provide students and staff with a physical environment that is healthy, safe, and efficiently operated.

IV Reports to: School Business Administrator

V Major Duties and Responsibilities:

- A. Assumes responsibility for the comprehensive overall planning and scheduling of maintenance and repair requirements of the district's schools, office facilities, and grounds.
- B. Plans and implements a program of required preventive maintenance for each school and reports these activities in an annual comprehensive maintenance plan.
- C. Establishes appropriate maintenance, groundskeeping, security, and custodial requirements for each school building and installation.
- D. Directs the maintenance of all buildings and grounds.
- E. Assumes responsibility for the implementation of the district's school integrated pest management policy as required by statute. Provides proper notification of pesticide applications, maintains required records, and responds to inquiries regarding the pest management program.

SUPERVISOR OF BUILDINGS & GROUNDS

- F. Recruits, screens, recommends for hiring, assigns, and supervises all custodial, maintenance, and groundskeeping staff.
- G. Determines and establishes detailed specifications pertaining to supplies, materials, equipment, and local contract work.
- H. Recommends for purchase necessary equipment and supplies, and maintains an inventory of them.
- I. Maintains schedules of work for each individual building and ensures that proper supplies are on hand in each building.
- J. Establishes and supervises summer cleaning programs and schedules.
- K. Establishes guidelines for the division of responsibility for minor in-school repairs and emergency repairs.
- L. Keeps abreast of new work methods, procedures, and equipment.
- M. Ensures that standards consistent with all applicable local, state, and federal laws are maintained.
- N. Inspects all school buildings, grounds, and installations on a regular basis to determine that high standards of workmanship, cleanliness, safety, and security are maintained.
- O. Organizes and implements an orientation program on proper operation and maintenance of school facilities for departmental personnel.
- P. Assumes responsibility for Right-to-Know data practices, procedures, and record-keeping under the direction of the superintendent of schools, or when designated the school business administrator.
- Q. Ensures proper maintenance and operation of department equipment, including motorized vehicles, tools, and machinery.
- R. Inspects and maintains fire alarm systems and fire extinguishers on a regularly scheduled basis.
- S. Prepares and administers the budget for maintenance, grounds, security, and custodial supplies and equipment.
- T. Supervises and inspects the improvement and renovation work performed by outside contractors, and verifies that the terms of all such contracts have been fulfilled before authorizing final payments.

SUPERVISOR OF BUILDINGS & GROUNDS

- U. Directs the preparation of playing fields, grounds, and other necessary facilities for athletics and other school activities.
- V. Confers with school principals, landscape architects, and other parties in making plans for landscaping, planning, and maintenance of various school grounds.
- W. Maintains all records that are required by board policy, statute, or administrative code.
- X. Interprets and enforces board policies regarding school maintenance, safety, and security procedures.
- Y. Performs those other duties as assigned by the superintendent of schools, or when designated the school business administrator

VI Miscellaneous:

- A. The Supervisor of Buildings and Grounds is required to wear steel-toe boots or shoes.
- B. The Supervisor of buildings and Grounds is required to wear district issued polo shirts and pants.

VII Terms & Conditions of Employment: Salary and work year to be determined by the Board.

VIII Compensation and Benefits: As per contract.

IX Evaluation: Annually by the Board Secretary/Business Administrator.