

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Director of Buildings and Grounds

QUALIFICATIONS

1. High school diploma.
2. Demonstrates knowledge of HVAC systems, plumbing, electrical, carpentry, and construction methods.
3. Maintenance of a boiler license.
4. Maintenance of a license for turf chemicals preferred.
5. Experience as a school custodian.
6. Ability to lift 50 pounds.

REPORTS TO Superintendent

JOB GOAL To maintain the physical school facilities and grounds in a condition of operating excellence, cleanliness and safety, so that full educational use of them may be made at all times.

PERFORMANCE RESPONSIBILITIES

1. Assists in the planning of all maintenance and repair work, maintaining a high standard of safety, cleanliness and efficiency.
2. Purchases, stores, maintains, and issues an inventory of supplies, tools and equipment for all buildings in the district.
3. Prepares and administers the custodial services budget and codes all bills and statements of materials, equipment and supplies purchased for building and grounds.
4. Strives constantly to promote the safety, health and comfort of the students and employees.
5. Answers security calls for all buildings.
6. Regulates heat, ventilation and air conditioning systems to provide temperatures appropriate to the season and to ensure economical usage of fuel, water and electricity.
7. Keeps the grounds free from rubbish.
8. Supervises such yard keeping chores as fertilization, weed control, watering, etc. as necessary to maintain the school grounds in a safe and attractive condition.
9. Makes such building repairs as capable.
10. Maintains on a regular schedule all motors and other mechanical equipment requiring scheduled servicing.
11. Inspects and maintains security systems in all district facilities and responds to alarm calls when necessary.
12. Reports immediately to the principal any damage to school property.
13. Remains on the school premises during school hours and during non-school hours when the use of the building has been authorized and his attendance is required by the principal.

14. Complies with local laws and procedures for the storage and disposal of trash, rubbish and waste. Also arranges for quality recycling practices at all buildings, including plastic and pop cans/bottles.
15. Conducts periodic inspections and tests of all electrical installations in the district to ensure their safe condition.
16. Oversees with Business Manager to oversee all environmental regulation programs.
17. Works with Activities Director to maintain all outdoor activity areas, including coordination of annual bleacher inspections.
18. Inspects and maintains fire alarm systems and fire extinguishers on a regularly scheduled basis to meet all requirements.
19. Keeps informed of the latest trends, developments and products available for maintenance, repair and upkeep.
20. Examines school buildings and grounds on a regular basis for needed repairs and maintenance and reports such to the superintendent.
21. Establishes and recommends priorities on repair projects.
22. Estimates cost of repair projects in terms of labor, material and overhead.
23. Develops a system for dealing with emergency repair problems.
24. Assigns and supervises crews of crafts people for maintenance work such as replacing worn or defective wiring, switches, faucets, plumbing fixtures, etc., and repairing fencing, asphalt, concrete, ceilings, etc.
25. Recruits, screens, recommends for hiring, and trains all crafts people necessary to the maintenance program.
26. Seeks and coordinates cost quotes and bids as needed following all Iowa regulations for facility improvements.
27. Advises on the hiring of contractors to perform certain maintenance or repair services.
28. Approves payment of all outside contractors.
29. Supervises building custodians regarding the establishment of regular preventive maintenance programs and painting schedules.
30. Reviews all custodial timecards, use of overtime, and leave of absence requests.
31. Arranges for custodial substitutes.
32. Supervises the work of all custodial staff and consults with building principals.
33. Recruits, screens and recommends for hiring and terminating custodial staff workers.
34. Calls meetings of the custodial staff when it is deemed necessary for purposes of training and directing work.
35. Schedules summer cleaning programs.
36. Inspects each building monthly and more often if necessary and confers with principals regarding custodial work.
37. Evaluates the performance of the custodial staff on a regular basis per Board policy.
38. Assists in the assignment, transfer, promotion, demotion, or dismissal of maintenance and custodial personnel.
39. Coordinates vacation schedules for department personnel.
40. Operates in accordance with board policies and sees that all policies of the board pertaining to employee's area of jurisdiction are implemented.

41. Implements an effective procedure for the submission, prioritization and assignment of work orders.
42. Performs such other tasks as may be assigned by the board.

TERMS OF EMPLOYMENT Salary and work year to be established by the board.

EVALUATION Performance of this job will be evaluated in accordance with provisions of the board's policy.

Approved by Board of Directors on January 13, 1997

Revised May 13, 2013