



**TITLE:** Director of Buildings and Grounds

**FLSA Status:** Exempt

**DEPARTMENT:** Buildings and Grounds

**FT/PT:** Full Time

**REPORTS TO:** Director of Business Operations

**BASIC FUNCTION:** Under the supervision of the Director of Business Operations, the Director of Buildings and Grounds is responsible for the leadership of effective and efficient operation of District facilities. The Director will oversee safety, maintenance and general upkeep of the District's buildings and grounds. This position requires continuous use of independent judgment. The essential functions as shown below represent only the key areas of responsibility.

**ESSENTIAL FUNCTIONS:**

1. Responsible for the care, condition and appearance of 10 district buildings and all facilities and grounds.
2. Coordinates and schedules regular inspection of all district buildings to ensure compliance with expected standards for cleaning and cleanliness.
3. Oversees inventory, bid process and ordering of all custodial and grounds supplies.
4. Recommends and oversees annual budget for the department including capital improvements.
5. Oversee all phases of construction projects district-wide.
6. Monitor all buildings for compliance with fire and building codes.
7. Assigns work priorities to maintenance, custodial and grounds personnel.
8. Supervises personnel in a manner consistent with school district policies.
9. Interviews and recommends employment of departmental personnel.
10. Evaluates employee performance improvement, conducts employee evaluations, provides support for continuous employee performance improvement, and assist in employee remediation process.
11. Oversees record keeping of departmental personnel issues such as absenteeism, vacations and other leaves of absence.
12. Reviews facility conditions, establishes goals and standards, assists in the assessment of facility care, and develops corrective actions for continuous improvement.
13. Assists with coordination of all programs and activities in regards to athletics, student activities, and rental groups.
14. Systematically devises programs to deal with emergencies, informs administration of such emergencies, and recommends corrective action to be implemented.
15. Coordinates the use of contractors when departmental personnel are unable to perform certain duties, including cost estimating, data gathering, purchasing services, and providing site supervision.
16. Maintains equipment and supplies inventories, investigates the use of alternative products, prepares cost estimates for purchases services and materials, and processes purchase orders.
17. Assists building administrators and central office with development of school budget in regards to items that pertain to buildings and grounds.
18. Oversees all shipping and receiving.
19. Identifies training needs and implements programs for departmental personnel.
20. Provides information and suggestions to the administration as applicable to facilities operations.
21. Assist building administrators in maintaining a safe school environment, including such aspects as fire alarms, security alarms, video cameras, securing the building, etc.
22. Oversee pest control for district buildings and grounds.

Updated 6/27/2017  
A.S.

23. Attend work on a prompt and regular basis.
24. Maintains satisfactory and harmonious working relationships with the public, students, and other employees.
25. Maintains confidentiality.
26. Assists with other duties as assigned.

**HIRING SPECIFICATIONS:**

Required:

1. Bachelor's degree.
2. At least three years of experience supervising employees in a custodial, grounds, and/or plant services environment.
3. Knowledge of general OSHA and industry safety guidelines.
4. Experience training subordinates.
5. Willingness to work outside of normal business hours.
6. Interpersonal skills that exhibit friendliness, tact, patience and courtesy.
7. Excellent written and verbal communication skills.
8. Excellent organizational, multi-tasking, and prioritizing skills.
9. Proficient in use of technology (e.g. Microsoft office products, copier/scanner and telephone.)
10. Must be flexible and adaptable to meet the daily requirements of the position.
11. Ability to work independently and in a team environment with accuracy and with attention to detail.
12. Competency working in a culturally diverse environment or the willingness or acquire these skills.

Desired:

1. More than three years of experience supervising employees in a custodial, grounds, and/or plant services environment.
2. Extensive knowledge and experience with OSHA and industry safety guidelines including developing a training program.
3. Experience managing multi-million dollar operating budget.

**PHYSICAL DEMANDS:**

		<b>NEVER 0%</b>	<b>OCCASIONAL 1-32%</b>	<b>FREQUENT 33-66%</b>	<b>CONSTANT 67%+</b>
A.	Standing			X	
B.	Walking			X	
C.	Sitting				X
D.	Bending/Stooping		X		
E.	Reaching/Pushing/Pulling		X		
F.	Climbing/Stairs		X		
G.	Driving		X		
H.	Lifting (50 lbs)		X		
I.	Carrying (25 feet)		X		
J.	Manual Dexterity Tasks		X		
	Telephone			X	
	Computer				X
	10-Key			X	
K.	Working Conditions				

Updated 6/27/2017  
A.S.

	Inside				X
	Outside		X		
	Extremes of Temperature/Humidity		X		

The Marshalltown Community School District does not discriminate on the basis of age, race, creed, color, sex, national origin, religion, sexual orientation, gender identity, disability, marital status or socioeconomic status. The district is an affirmative action/equal employment opportunity employer.