

LINN-MAR COMMUNITY SCHOOL DISTRICT

JOB DESCRIPTION

No. 0142

Position Title: Buildings and Grounds Manager
Department: Buildings and Grounds
Immediate Supervisor: Chief Financial Officer/Chief Operating Officer

Summary:

The Buildings and Grounds Manager is responsible for developing, planning, organizing and directing the maintenance, repair and alteration of district buildings and grounds; overseeing the design, planning and developing of facilities and new construction, serving as the district representative in planning and developing facilities and new construction; ensuring that jobs are completed efficiently and within regulatory guidelines and projected deadlines; managing annual budgets for the maintenance, grounds and custodial departments; and ensuring the optimal utilization of personnel and other resources.

Essential Duties and Responsibilities: *(other duties may be assigned)*

1. Direct and supervise the Buildings and Grounds Department to ensure Linn-Mar students and staff are provided a safe, clean, and healthy environment that promotes student success.
2. Responsible for the care, condition, and appearance of all district facilities and grounds.
3. Collaborates with internal and external personnel (e.g., other administrators, staff, public agencies, community groups, etc.) for the purpose of coordinating activities and programs, resolving issues, and exchanging information concerning assigned functions and related matters.
4. Directs department operations, maintenance services, life safety operations, and the implementation of new programs and/or processes (e.g. facility utilization, site repairs/construction, preventative maintenance) for the purpose of making recommendations and/or implementing actions that provide these services.
5. Monitors budget and expenditure allocations for the purpose of ensuring that allocations are accurate, within budget limits, and expenditures are authorized in accordance with established policy and regulations.
6. Inspects new construction, repair work, grounds, special projects, equipment, work orders, daily maintenance and supplies for the purpose of ensuring that projects are completed efficiently.
7. Manages assigned program and/or department responsibilities (e.g. site improvement, grounds, ADA access, fire inspections, safety, etc.) for the purpose of achieving outcomes in relation to organization objectives and ensuring compliance with legal, financial, and district requirements.
8. Manages construction contracts for new facilities and/or modernizing of existing facilities for the purpose of ensuring that the work is performed in accordance with specifications, timelines, and budget.

9. Performs personnel administrative functions (e.g. interviewing, selecting, evaluation, supervising, training, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel, and achieving department and District objectives.
10. Oversees record keeping of departmental personnel issues such as time cards, absenteeism, vacations, and other leaves of absence.
11. Provides leadership and training to departmental staff to support and accomplish the District's Strategic Plan, Education Goals, Board of Education Goals and departmental goals.
12. Participates in professional development meetings, workshops, and seminars for the purpose of conveying and/or gathering information required to perform job functions.
13. Researches new products, vendors, laws/regulations, etc. for the purpose of recommending purchases, contracts, and maintaining district-wide services.
14. Responds to a wide variety of inquiries from staff, district personnel, other community agencies, etc. for the purpose of resolving problems, providing information, and/or referring to appropriate personnel.
15. Develops annual plans for scheduling of approved maintenance and repair projects.
16. Reviews long-range projections to determine timelines for projects and associated needs for the purpose of developing facility plans in order to maintain a successful education service for students and staff.
17. Assigns work priorities to maintenance, custodial, and grounds personnel.
18. Oversees inventory and ordering of maintenance, custodial, and grounds supplies; including capital equipment purchases.
19. Coordinates and schedules regular inspections of all district facilities to determine that high standards of workmanship, cleanliness, safety, and security are maintained, as well as compliance with local, state, and federal building regulations.
20. Helps to ensure the performance, condition, and reliability of all plumbing, mechanical, and electrical equipment to ensure energy efficient operation of all equipment.
21. Establishes and maintains written operations and maintenance procedures that are based on industry standards for safety, performance, operations, and service.
22. Maintains safe working conditions and ensures compliance with OSHA regulations/guidelines including scheduling, implementing and ensuring all appropriate staff attends mandatory and required training in hazardous communication and safety (including fire safety), as established by OSHA guidelines.
23. Conducts staff meetings with supervisors and other departmental personnel as needed.
24. Serves on various committees (e.g. Safety Committee) within the District.
25. Actively participates in and supports district safety initiatives and provides leadership to assigned department as well as district employees.
26. Develops effective team relationships and maintains collaborative and professional working relationships with other district employees, students, and community stakeholders.
27. Maintains confidentiality in regard to District matters.
28. Regular and reliable attendance.
29. Assists with other duties as assigned.

Supervisory Responsibilities:

Buildings and Grounds Department Staff

Hiring Specifications:

Required:

1. Associate's Degree and/or equivalent job training certifications and/or extensive experience in related position/field.
2. Minimum of 7 to 10 years work experience in a related field.
3. Minimum of 5 years successful supervisory experience in motivating, training, evaluating, and directing employees.
4. General knowledge of OSHA and industry safety guidelines.
5. Demonstrated experience in fiscal management including budgets and contracts; in project management; and strategic planning or appropriate quality accountability systems.
6. Valid Driver's License and Evidence of Insurability.

Desired:

1. Bachelor's Degree in Business, Engineering, Architecture, Construction Management or related field.
2. Experience working for or with a public school district.
3. Exposure managing in a union environment.
4. Experience working effectively with architects, construction managers, engineers and contractors in all phases of construction or remodeling projects.

Knowledge, Skills and Abilities: *(To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed here are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

- Ability to read and comprehend documents associated with this position.
- Effectively communicates both verbally and in writing with superiors, colleagues, subordinates, vendors, staff, and students and maintains constructive working relationships.
- Demonstrated ability to maintain organization and exhibit flexibility and adaptability in changing environments / situations.
- Ability to productively manage personnel in achieving organizational goals.
- Extensive working knowledge of procedures necessary to complete contract documents, to obtain permits, and prepare for construction as well as maintain efficiencies to meet deadlines.
- Possess an in-depth understanding of the basics of most building systems.
- Well-developed problem solving skills and the ability to apply principles of logical or scientific thinking to develop conceptual alternatives.
- Strong mechanical aptitudes, and a working knowledge of electrical, and mechanical systems.
- Excellent trouble shooting and diagnostic skills as well as working knowledge in facility management services (boilers, vehicles, refrigeration and air conditioning, HVAC,

generators, plumbing and electrical systems, blue print reading, security systems, and equipment maintenance).

- Familiar with current local building codes, current health regulations, and OSHA/safety regulations.
- Leadership ability coupled with strong supervisory and team building skills to form and maintain constructive working relationships.
- Ability to work and make decisions independently and/or in a team environment.
- Interpersonal skills that exhibit friendliness, tact, patience, and courtesy.
- Ability to prioritize work and complete work in a timely, accurate, and thorough manner.
- Proficient in use of technology (e.g. Microsoft Office products, phone, copier, etc.)
- Able to exercise good judgment and make appropriate decisions.
- Ability to work with and/or lead committees related to job responsibilities.
- Willingness to work outside of normal business hours when necessary.

Physical Demands: *(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions.)*

While performing the duties of this job, the employee is regularly required to sit, stand, walk, use hands and fingers to handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands and arms. The employee frequently must squat, stoop or kneel, reach above the head and reach forward. The employee continuously uses hand strength to grasp tools while climbing on a ladder. The employee will frequently bend or twist at the neck and waist more than the average person while performing the duties of this job. The employee will occasionally lift and/or move up to 50 pounds. The employee will sometimes push/pull items. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee must be able to transport supplies and equipment from one location to another.

Work Environment: *(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

While performing the duties of this job, the employee regularly works indoors and will occasionally work outdoors. The employee may review interior and exterior work locations that involve hazardous environments that require protective equipment that conforms to OSHA regulations which may result in some physical discomfort due to temperature, dust, and noise. The employee may be required to work in confined spaces, on ladders and rooftops, and in adverse weather conditions. The employee will work near or with moving mechanical equipment. The employee may occasionally work with toxic or caustic chemicals such as petroleum products, degreasers, and sprays. The employee must be able to meet deadlines with severe time constraints. The noise level in the work environment is usually moderate. By District Board policy, the district facilities and grounds are to be drug, alcohol and tobacco free zones.

The statements in this job description are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel in this position. These statements are not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision.

Prepared By: _____	Date: _____
Approved By: _____	Date: _____