



Job Description

Randolph School District

Randolph, Wisconsin

Job Title	Director of Buildings and Grounds
Qualifications	<ol style="list-style-type: none"> 1. Associate Degree and extensive training/certifications in systems and building operations. 2. Class B CDL License 3. First Aid / CPR Certification 4. Supervisory experience in facilities operations & management and preventive facilities maintenance, including the ability to lead, coach, counsel, train, evaluate and provide ongoing support and direction to assigned staff. 5. Experience in a K-12 educational setting strongly preferred. 6. Advanced knowledge in mechanical engineering, boiler mechanisms, plumbing, electrical, HVAC, and construction techniques along with being comfortable with technology and new technology systems, including facilities related application software and automated building systems. 7. Exceptional communication, organization, and leadership abilities. 8. Knowledge of materials, equipment, and methods commonly employed in general cleaning and maintenance work. 9. Knowledge of local, state, and federal regulations pertaining to custodial/maintenance operations and safety and health standards and procedures. 10. Willingness to pursue training for any mechanical systems in the school and other areas as requested by the school district. 11. Superior interpersonal skills to deal effectively with the general public, teachers, administration, students, and vendors. 12. Such alternatives to the above qualifications as the Board of Education and Administration may find appropriate and acceptable.
Reports to	District Administrator
Supervises	All Custodial, Maintenance, and Transportation Staff

<p>General Functions</p>	<p><u>PURPOSE OF POSITION:</u></p> <ol style="list-style-type: none"> 1. To supervise, evaluate, establish, direct, train, and handle the daily aspects of the buildings and grounds staff. 2. Ensure interiors and exteriors of all buildings and grounds are safe, clean, and neat. 3. Develop and manage annual buildings and grounds budget. Purchase supplies and equipment for custodial/maintenance and transportation. 4. Supervise major maintenance programs. 5. Assist in the implementation of District long-range capital improvement projects/programs, including intended life cycle cost analysis. 6. Organize and direct in-service activities that support district goals and staff development. 7. Implement and supervise district building reconstruction planning and development for building system replacement. 8. Implement and supervise building modifications and general site development. 9. Work with architects and engineers to determine the design and construction of district facilities. 10. Comply with school safety laws and building codes. Serve as district Safety Coordinator 11. Serve as Designated Asbestos Coordinator. 12. Supervise independent contractors and school employees to ensure work complies with plans and specifications. 13. Manage service contracts and coordinate work orders/service calls. 14. Decide which maintenance tasks can be handled in-house and when an outside vendor is needed. 15. Select and interview all custodial/maintenance and transportation employees. 16. Maintain current file of blueprints and specifications of district buildings. 17. Implement administrative procedures that comply with federal and state laws, contracts, administrative rules, and School Board policies.
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<p>General Functions Continued</p>	<p>18. Remain current on health, safety, and regulatory issues pertaining to school operations.</p> <p>19. Supervise the use of an energy management system and other technology; and train custodial staff in the use of this technology.</p> <p>20. Participate in clinics, workshops, and conferences that enhance professional growth.</p> <p>21. The employee shall remain free of any alcohol or illegal substance in the workplace and always maintain compliance with District Policy 3122.01 throughout his/her employment in the District.</p> <p>22. Staff member shall serve as a positive role model.</p> <p>23. Perform other duties necessary in the custodial/maintenance and transportation departments. The employee shall remain free of any alcohol or illegal substance in the workplace and always maintain compliance with District Policy 3122.01 throughout his/her employment in the District.</p> <p>24. Staff member shall serve as a positive role model.</p> <p>25. Perform other duties necessary in the custodial/maintenance and transportation departments.</p> <p><u>PHYSICAL DEMANDS OF POSITION:</u></p> <p>26. Employee is regularly required to stand, walk; use hands to manipulate objects, tools, or controls; reach with hands and arms; climb or balance; and stoop, kneel, bend, twist, crouch, or crawl.</p> <p>27. Employee is occasionally required to sit, talk or hear, and taste or smell.</p> <p>28. Specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception, and the ability to focus.</p> <p>29. Normal range hearing; perceiving sounds, including spoken words, in order to understand signals such as spoken directions, warning alarms, assess conditions, and/or become aware of conditions in the work environment.</p> <p>30. Employee must regularly lift, push, or pull objects up to one-hundred (100) pounds and frequently assist in lifting or moving more than two-hundred (200) pounds. Physical work is a primary part (more than 70%) of the job.</p>
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<p>Job Goals</p>	<ol style="list-style-type: none"> 1. Serves as coordinator of custodial/maintenance activities in all buildings/facilities. 2. Responsible for care and operation of physical plants, equipment, and grounds. 3. Properly handle confidential matters relating to students, student records, parents, staff, and any other school-related issues.
<p>Performance Responsibilities</p>	<p><u>KNOWLEDGE AND SKILLS REQUIRED FOR POSITION:</u></p> <ol style="list-style-type: none"> 1. Life activities, including the ability to communicate, learn, and be self-sufficient. 2. Knowledge of basic plumbing, heating, ventilation, electrical, and construction techniques and equipment. 3. Knowledge of local, state, and federal safety and health standards and procedures. 4. Knowledge of bidding and purchasing procedures. 5. Ability to understand written and verbal communication. 6. Ability to supervise and evaluate custodial workers. 7. Communication and problem-solving skills. 8. Ability to work independently. 9. Knowledge of State and Federal regulations concerning custodial/maintenance issues. 10. Ability to supervise and instruct custodial personnel in a variety of areas. 11. Demonstrate ethical conduct and confidentiality in all aspects of the work environment.
<p>Working Conditions</p>	<p><u>Work Environment</u></p> <ol style="list-style-type: none"> 1. Indoor office and school environment. 2. Outdoor school environment. 3. Continuous contact with staff and students. 4. Work involves frequent disruptions of the daily schedule. 5. Travel to and from district locations

<p>Working Conditions Continued</p>	<ol style="list-style-type: none"> 6. Position requires a) Using power and c) performing routine maintenance to custodial equipment. 7. Considerable physical activity. Requires heavy physical work; heavy lifting, pushing or pulling required of objects up to 100 pounds. Physical work is a primary part (more than 70%) of the job. Physical ability to perform work that requires walking, lifting 100 lbs. to waist level, bending, climbing, reaching, and kneeling. 8. Work environment involves some exposure to hazards or physical risks, which require following necessary safety precautions. 9. Work may involve moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises. 10. Ability to understand verbal instructions. 11. Ability to understand and follow safety procedures. 12. Ability to operate vacuums and other related equipment. 13. Ability to safely use cleaning equipment and supplies. 14. Ability to use hand and power tools applicable to trade. 15. Ability to lift and manipulate heavy objects. 16. Ability to read, understand, follow, and enforce safety procedures. 17. Ability to understand written and verbal communications.
<p>Compensation for Assignment</p>	<p>260-day contract with salary, fringe benefits, and other conditions of employment to be established by the District Administrator and approved by the Board.</p>
<p>Evaluation</p>	<p>Performance of this job will be evaluated annually with the Support Staff Evaluation Rubric.</p>
<p>Approved:</p>	
<p>Revised:</p>	

Disclaimer: This position description is subject to change at any time.

Receipt of Job Description: _____
Employee Signature

Date: _____