



JOB DESCRIPTION

BAND	GRADE	SUBGRADE	WORKING CONDITIONS
D	6	1	

JOB TITLE	CONTRACT REFERENCE
Director of Buildings and Grounds	Individual Contract

TITLE OF IMMEDIATE SUPERVISOR	VERSION DATE
Director of Finance	February 21, 2017

JOB SUMMARY

The Director shall plan, coordinate, and direct buildings, and grounds programs. The Director shall assist in the management of District health and safety programs, shall coordinate the overall maintenance, budgeting, and improvement of District equipment and facilities, and shall serve as the District representative for facilities and transportation. The Director shall coordinate custodial personnel in consultation with building administrators; the Director shall supervise and evaluate custodians. The Director will also perform any other duties as assigned by the Director of Finance.

TASK NO.	FREQUENCY	BAND/GRADE
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The essential functions of this job include, but are not limited to, the following fundamental job duties:		
1.	<ul style="list-style-type: none"> • Develop, coordinate and implement a preventative maintenance program for the district building system to include: <ul style="list-style-type: none"> ○ Boiler and hearing systems ○ Pneumatic control and thermostat systems ○ Air conditioning system ○ Ventilation and exhaust system ○ Intrusion, security and fire protection systems 	28%
2.	<ul style="list-style-type: none"> • Supervise the details of construction and remodeling projects on all district building system malfunction and undesirable operational results 	15%
3.	<ul style="list-style-type: none"> • Assist with the development and administration of appropriate program budgets, obtaining necessary quotes and bids for purchasing equipment, materials, supplies and professional services 	10%
4.	<ul style="list-style-type: none"> • Recruit, hire, train, supervise and evaluate custodial and facilities personnel. Coordinate and implement employee orientation and periodic safety and job 	10%

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	related training. .		
5.	<ul style="list-style-type: none"> Develop and maintain a plan to manage hazardous substances, handling during generation, storage and disposal 	2%	
6.	<ul style="list-style-type: none"> Perform and research and analysis to determine the cause of any building system malfunctions or undesirable operational results 	2%	
7.	<ul style="list-style-type: none"> Develop and control inventory of building system components through manufacturer or find alternative source. 	3%	
8.	<ul style="list-style-type: none"> Analyze building energy consumption, investigate and implement procedure and improvements to obtain maximum efficiency 	3%	
9.	<ul style="list-style-type: none"> Provide technical support for head custodians to ensure the optimum performance of building systems, maintenance and clearing. 	2%	
10.	<ul style="list-style-type: none"> Develops and implement long range plan for care and maintenance for district buildings and equipment 	10%	
11.	<ul style="list-style-type: none"> Supervise and oversee transportation coordinator and program 	5%	
12.	<ul style="list-style-type: none"> Performs other duties as assigned by the Director of Finance 	5%	

QUALIFICATIONS (Specific training or job experience required before appointment)

1. Bachelor of Arts Degree in facilities management/related field or equivalent practical background and experience.
2. First Class Boilers License

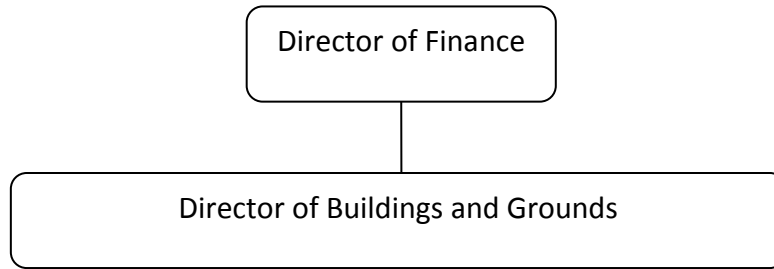
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ORGANIZATIONAL RELATIONSHIPS

SYMBOLS

DIRECT SUPERVISION



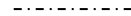
INDIRECT SUPERVISION



WORK DIRECTION



ADVISE/INFORM



PHYSICAL FACTORS

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 enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employed is regularly required to talk, hear, climb, balance, stoop, kneel, reach for objects, stand, walk, push, pull, lift, and use hands to grasp and feel. The employee must frequently lift and/or move 40 pounds or more. Specific vision abilities required include close vision, distance vision, and the ability to adjust focus.