

JOB DESCRIPTION FOR FOLEY PUBLIC SCHOOLS

JOB TITLE: Director of Buildings, Grounds and Custodial

JOB SUMMARY: To provide and be responsible for the safe and efficient operation of the physical school facilities including all buildings and grounds so they are in a condition of operation of excellence, cleanliness and safety for students, staff and the public.

REPORTS TO: Director of Finance and Operations

LOCATION: Foley High School

MAJOR JOB DUTIES:

- Establishes and administers schedules and procedures for the regular and ongoing care and maintenance of all school district grounds, school buildings, auditoriums, offices, pool, boilers, equipment, and facilities.
- Assures achievement of department's goal of efficiently maintaining all buildings and grounds in clean, orderly and well-maintained condition by organizing and directing the work of custodial, maintenance, and cleaning staff.
- Actively participates as a member of District Leadership Team.
- Performs all the purchasing for the custodial, maintenance, grounds equipment departments.
- Inspects buildings and grounds to determine maintenance and repairs needed, including, but not limited to: mechanical, boiler, electrical, plumbing, roof maintenance, painting, flooring, doors, windows, tuck pointing, sidewalks, signage, irrigation, fields, trees, etc.
- Establishes and maintains communications and cooperation with contractors and architects for the purpose of expediting and solving problems which may arise.
- Schedules the work of outside contractual firms. Inspects the work performance of such firms and reports to the Director of Finance and Operations as to the status and completion of such work.
- Manages all snow removal procedures for the doorways, sidewalks and roads.
- Serves as the district health and safety officer, I.A.Q. coordinator and committee chair, working with I.E.A.(or other consultant) to establish procedures to assure proper inspections, to comply with all federal and state mandates. Responsible for developing and administering the district Health and Safety plan. Initiate and direct an efficient and effective in-service program for the purpose of improving safety and the performance of all personnel within the Maintenance and Operations Program.
- Maintains and manages all fire panels, fire sprinkler systems, fire extinguisher, fire suppression, motion security, keyless entry, and building security systems.
- Assists in preparation of capital outlay and maintenance budget to maintain building equipment and operations, including the 10 year plan.
- Operates the (Johnson Control) energy conservation performance contract management system for the most effective building operation for heat and lighting as needed.
- Responsible for personnel management of the Building and Grounds departments including but not limited to: recruiting, screening, interviewing, recommending for the hiring of custodians, schoolkeepers, grounds personnel, and substitutes. Evaluates the performance of custodial, schoolkeepers, and grounds personnel, including disciplining employees, addressing complaints,

and resolving problems. The director makes employment recommendations to the business manager.

- Establish programs of orientation and in-service training for all regular and substitute personnel.
- Attends conferences and seminars dealing with the maintenance programs to keep up with training, codes, laws, etc. for the district.
- Responsible for other duties and responsibilities as assigned by the business manager.

Qualifications including Education/Skills/Training Required:

- High school graduate or equivalent.
- A minimum of three years of experience in managing or supervising building, custodial, and maintenance staff.
- Maintain a Class C Chiefs Boiler license, Certified Pool Operators license (CPO), and a valid Minnesota Driver license.
- Enjoy a changing environment and be able to respond effectively, to exceptional and emergency situations, and ability to modify own work schedule.
- Must demonstrate leadership in developing talent and creating positive team customer service attitudes and project a positive image with students, staff, and public and possess a high level of conflict resolution skills
- Must demonstrate excellent organization, and record keeping ability.

Qualifications including Education/Skills/Training Preferred:

- Health and Safety and related programs experience.
- Certified Plant Engineer.
- Experience with computer skills in the Metasys System or like computer system, and general computer skills in spread sheets and word processing.

Physical Demands of the Position:

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 employee is regularly required to sit, talk and hear. The employee is required to stand; walk; use hand to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District

Working Conditions:

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 the individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is occasionally exposed to risk of electrical shock, work near moving mechanical parts, work in high, precarious places, fumes or airborne particles, or outdoor weather conditions. The noise level in the work environment is usually moderate, but may occasionally be loud.

Bargaining Unit: Individual Contract

Approved by Foley School Board on May 27, 2003, Revised 12/17/07 and 12/19/16